TeamBoard

User Guide for Windows

This guide is for use with TeamBoard software for Windows.
Revised May 21, 2008.

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Welcome to TeamBoard

This guide is designed to assist you with installing and using the TeamBoard for Windows. For more information, please contact us at 1-800-263-2387 or 1-905-851-2826, or email us at *support@teamboard.com*.

This guide is a subset of the complete online help. The online help system may be accessed by selecting the HELP menu in any TeamBoard application.

This document contains:

- A table of contents and alphabetical index in order to locate topics and information quickly and easily.
- Friendly definitions of common computer and TeamBoard-related terms. For more information refer to “Glossary” on page 109.
- Information about the different button functions for various applications. For more information refer to “Using the ActionBar Buttons” on page 82.

We welcome feedback about TeamBoard products and tools. Please feel free to forward any comments or suggestions to us at:

Egan TeamBoard Inc.
300 Hanlan Road
Woodbridge, Ontario
Canada L4L 3P6

Phone us at 1-800-263-2387 or 1-905-851-2826. Fax us at 1-905-851-3426. Visit online at *www.teamboard.com* or email us at *support@teamboard.com*.

Happy TeamBoarding!

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1 Getting Help Information for TeamBoard

This section explains how to get help information for TeamBoard. The information is divided into the following topics:

- Types of Help Available
- Accessing Online Help
- Contacting TeamBoard Technical Support

Types of Help Available

This section explains the different types of help available for TeamBoard.

- The Quick Start Guide is a card containing quick reference information. The card can be found on the left side of the TeamBoard.
- Your TeamBoard comes with a printed User Guide. This guide is a subset the online help.
- The online help system can be accessed by selecting HELP in any TeamBoard application.

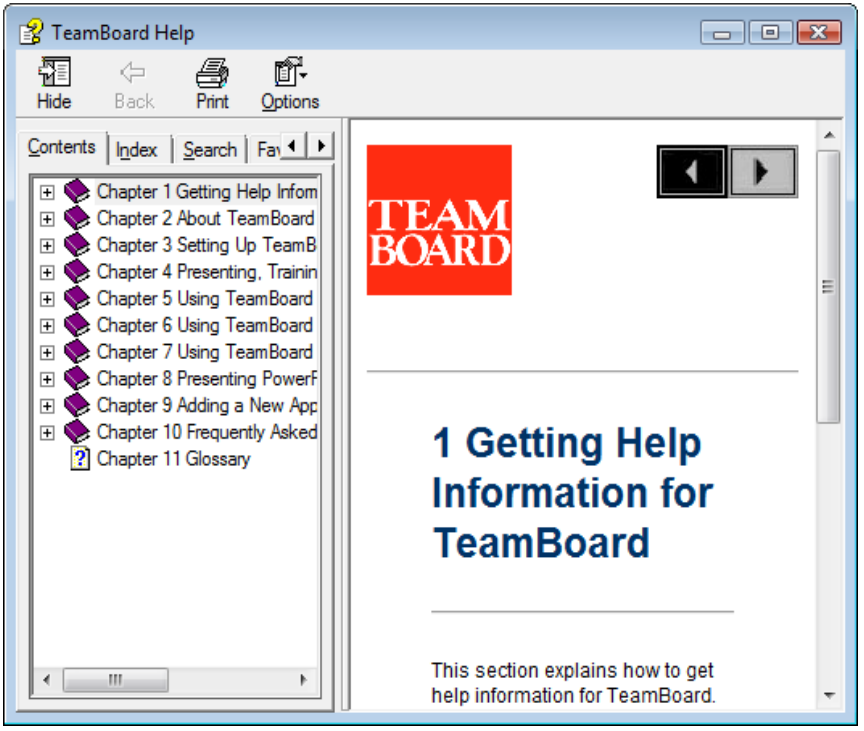
Accessing Online Help

This section explains how to access online Help.

TeamBoard has extensive online Help available so that users can search for answers to their questions. Online help can be accessed by selecting one of the following:

- the *Help* button on the TeamBoard Dashboard
- the HELP TOPICS item on the Help menu in TeamBoard Draw

- the HELP option in the SYSTEM TRAY menu, accessed from the TeamBoard System Tray icon



Contacting TeamBoard Technical Support

This section explains how to contact TeamBoard's Technical Support.

The following list is designed to help you through some common troubleshooting questions. Before contacting TeamBoard Technical Support, ensure that you go through these questions.

Have you done the following?

- Looked up your question in the User Guide?
- Looked up your question in the TeamBoard online help?
- Checked that all cable connections are secure? For more information refer to "Installing TeamBoard" on page 5.

- (For a Serial TeamBoard) Checked that you have an available COM port?
- Installed TeamBoard software without any error messages?
- Checked that TeamBoard is “enabled” in the software?
- (For a Serial TeamBoard) Checked that the green light is on at the back of the Power Adapter?
- Performed Whiteboard Calibration, ActionBar Calibration, and Interactive Calibration?
- Reviewed the Frequently Asked Questions (FAQ)

If you are still having problems, please contact TeamBoard Technical Support at the following:

Tel: 1-800-263-2387 or 1-905-851-2826
Monday to Friday, 8:00 AM to 8:00 PM (ET)
Fax: 1-905-851-7991

Email: support@teamboard.com
Website: www.teamboard.com

Egan TeamBoard Inc.
300 Hanlan Road
Woodbridge, ON
Canada L4L 3P6

2 Setting Up TeamBoard

This section explains how to set up your TeamBoard. After installing TeamBoard, you need to calibrate it to correctly associate the TeamBoard drawing surface with your computer environment. To use the TeamBoard, you also need to set the mode to Whiteboard or Interactive, depending on the TeamBoard features you would like to access. The information is divided into the following topics:

- Installing TeamBoard
- Calibrating TeamBoard
- Changing Modes
- Disabling or Enabling TeamBoard
- TeamBoard Settings

Installing TeamBoard

This section explains how to install TeamBoard. The information is divided into the following topics:

- Required Hardware, Software, and Items
- Setting up Hardware for a USB TeamBoard
- Setting Up Hardware for a Serial TeamBoard
- Setting Up the Data Projector
- Before Installing TeamBoard Software
- Installing TeamBoard Software

Note Review the parts list in to make sure you received all the required hardware, software, and other items with your TeamBoard shipment before proceeding with installation. For more information refer to “Required Hardware, Software, and Items” on page 6. Your TeamBoard is set up with either a USB or Serial port connection to your computer. If you are unsure of the type of TeamBoard you have, please contact TeamBoard Technical Support.

Required Hardware, Software, and Items

This section provides two lists of parts that are included with your TeamBoard: one for the USB TeamBoard, the other for the Serial TeamBoard. Review the appropriate list to ensure that all required hardware and software is included.

USB TeamBoard Parts List

TeamBoard Parts	Do you have it?
The TeamBoard	
RJ-45 Cable	
USB Adapter	
6 dry-erase markers and 1 stylus	
Egan Cloth	
TeamBoard Quick Start Guide (card)	
TeamBoard ReadMe Notice	

Serial TeamBoard Parts List

TeamBoard Parts	Do you have it?
The TeamBoard	
TeamBoard Serial Adapter	
TeamBoard Power Adapter	
Local voltage Power Cord	
RJ-45 data cable	
6 dry-erase markers and 1 stylus	
Egan Cloth	
TeamBoard Quick Start Guide (card)	
TeamBoard ReadMe Notice	

Note Separate instructions for installing the TeamBoard (Track/Wall Mount/Mobile/Cabinet) are included in the TeamBoard box. To obtain another copy of the instructions, please contact your dealer or TeamBoard Technical Support.

Setting up Hardware for a USB TeamBoard

This section explains how to connect your USB TeamBoard, your computer and your projector. If you have a Serial TeamBoard, refer to “Setting Up Hardware for a Serial TeamBoard” on page 10 for more information. Figure A on page 9 is a visual guide to the following steps.

Important Unless you have a Windows Vista operating system, ensure that you have connected the RJ-45 Cable and the USB Adapter correctly prior to installing the TeamBoard software. Otherwise, the TeamBoard will not be recognized by your computer.

Important The RJ45 cable must be shielded with the ends grounded. The maximum length is 25 feet; if a longer distance is required, please contact Technical Support.

Important For Windows Vista, install the software before making the following connections.

1. Attach the USB Adapter to an available USB port on your computer.

2. Attach one end of the RJ-45 Cable to the TeamBoard Controller at the back of the TeamBoard (bottom-right corner) and the other end to the USB Adapter.
Your computer detects the TeamBoard.

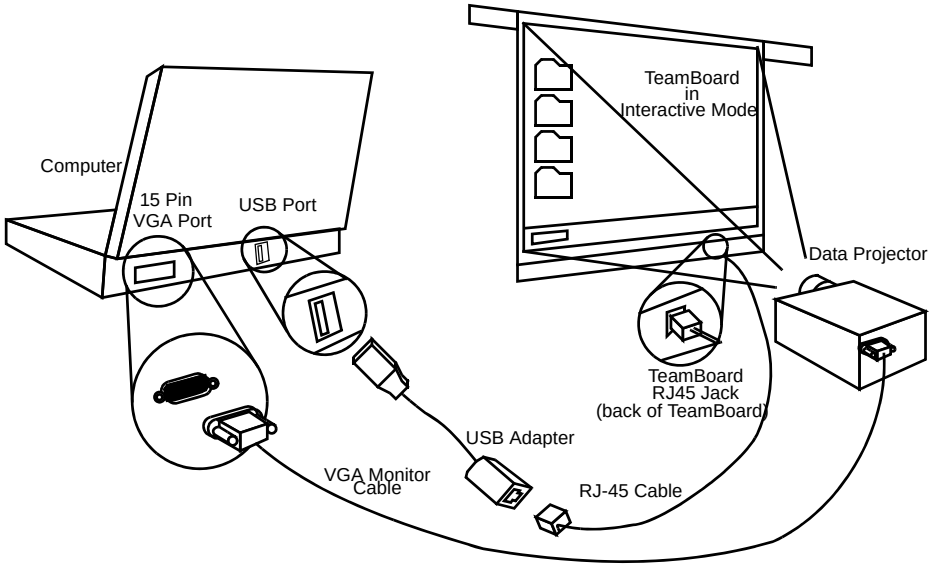
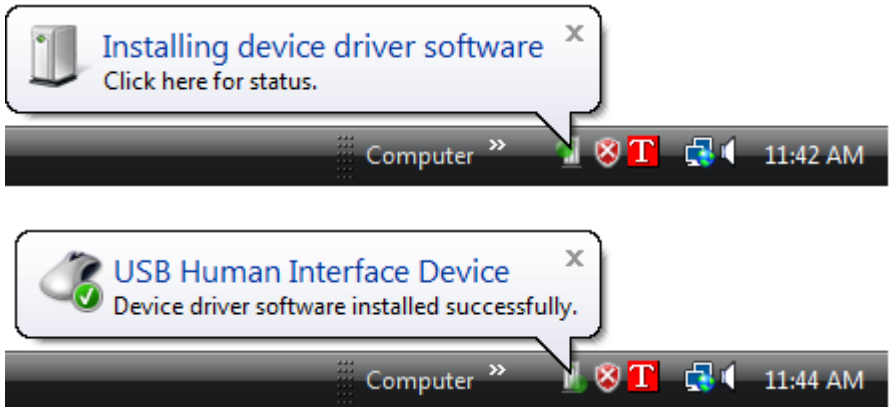


Figure A: Setup for USB TeamBoard, Data Projector and Computer

Your computer detects a new USB device being connected.



Setting Up Hardware for a Serial TeamBoard

This section explains how to connect your Serial TeamBoard, your computer, and your projector. If you have a USB TeamBoard, refer to “Setting up Hardware for a USB TeamBoard” on page 8 for more information.

Figure B on page 11 is a visual guide to the following steps.

1. Attach one end of the RJ-45 data cable to the TeamBoard Controller at the back of the TeamBoard (bottom-right corner) and the other end to the TeamBoard Serial Adapter.

2. Attach the Serial Adapter to an available 9-pin Serial port at the back of the computer.
   Tighten the screws to ensure a firm connection.

3. Attach the mini-plug end of the Power Adapter to the TeamBoard Serial Adapter.

4. Attach one end of the local Power Cord to the Power Adapter and the other end into the power outlet.

5. Be sure that all cables are secured to the walls and floor to avoid tripping over them.

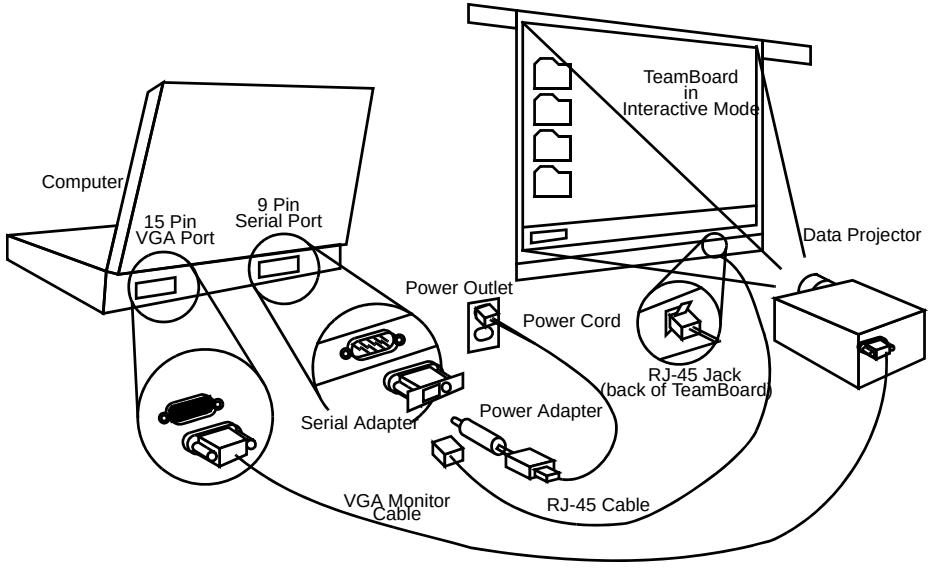


Figure B: Setup for Serial TeamBoard, Data Projector, and Computer

Setting Up the Data Projector

This section explains how to correctly set up your Data Projector to work most effectively with your TeamBoard.

1. Set up the Data Projector on an appropriate support surface, approximately 10 feet from the TeamBoard.

2. Connect one end of the VGA Monitor Cable to the Data Projector and the other end to the 15-pin VGA port on the back of the computer.

3. Connect the Data Projector's Power Cord into the power outlet.

4. Turn on the Data Projector.

5. Aim the projected image so that it fills the TeamBoard surface, leaving a 1" (one inch) border from the frame.

6. Align the projected image so it is as square to the border as possible to avoid keystoning.

For additional information, see Figure A on page 9.

Before Installing TeamBoard Software

Important

Please read the ReadMe Notice for important and up to date information about the TeamBoard software.

This section explains how to check if your computer has the minimum requirements needed to use TeamBoard. It also explains the considerations to bear in mind prior to installing and configuring your TeamBoard.

Questions to consider include:

- Does your Computer Meet the Minimum Performance Requirements?

Does your Computer Meet the Minimum Performance Requirements?

The following table lists the minimum requirements of a computer used to connect the TeamBoard.

	Windows 2000	Windows XP	Windows Vista	MAC OSX 10.4	Linux (coming soon)
RAM	64 MB	512 MB	1 GB	512 MB	
Hard Drive Free Space	50 MB	200 MB	150 MB	150 MB	
CPU	Pentium 150	Pentium 3	Pentium 4	G3 at 500 MHz or better	

Installing TeamBoard Software

This section explains how to install the software required for TeamBoard to interact with your Data Projector and your computer.

If using the USB Adapter, ensure that you have connected it correctly prior to installing the TeamBoard software (except if you have a Windows Vista operating system). Otherwise, the TeamBoard will not be recognized by your computer. For a USB TeamBoard, refer to “Setting up Hardware for a USB TeamBoard” on page 8 for more information. For a Serial Cable refer to “Setting Up Hardware for a Serial TeamBoard” on page 10 for more information.

Important For Windows Vista, install the software before making the connections to the TeamBoard.

Before installing, please take the time to read the ReadMe Notice. It contains important information about the software. Also, check our website for the latest software and technical information at *www.teamboard.com*.

Remember to register to be automatically informed of updates. This entitles you to free software upgrades. This can be done online at *www.teamboard.com*.

You can also register automatically during the software installation. For more information refer to “Installing TeamBoard Software” on page 12.

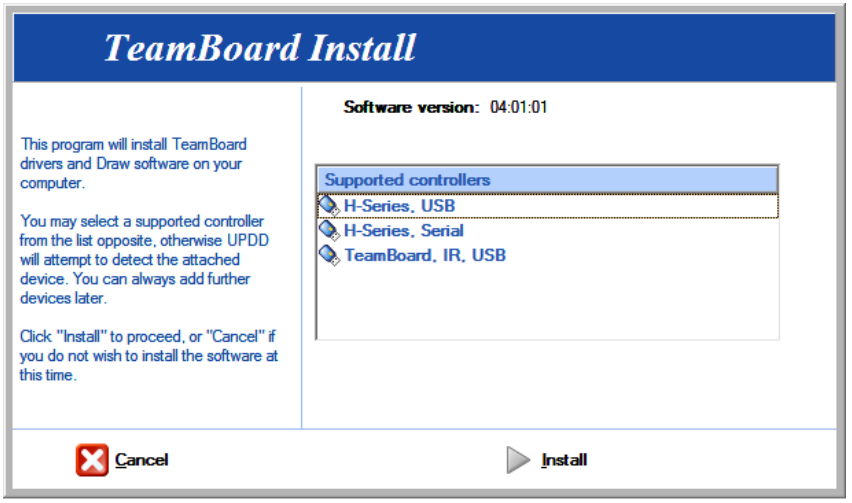
TeamBoard software is designed to run on Windows XP and Vista operating systems. The TeamBoard software is provided on a CD-ROM, which is included with each TeamBoard product. You can also download the software from the TeamBoard website at *www.teamboard.com/tech*.

Important If you do not already have the following software installed, install it before continuing:

- Adobe Flash Player version 9,0,115,0 (to import .swf files)
- QuickTime’s latest version (to import all movie files except .swf)

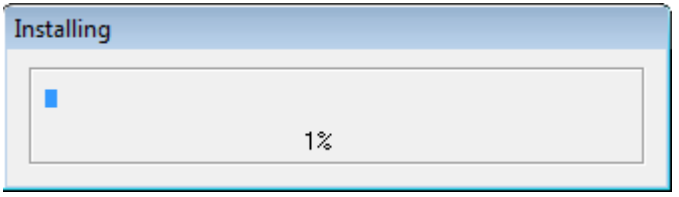
Exit all other applications before proceeding with installing TeamBoard software.

1. Insert the TeamBoard software CD-ROM into your computer's CD-ROM drive.
   The Welcome dialog box displays.


TeamBoard Install
Software version: 04:01:01
This program will install TeamBoard drivers and Draw software on your computer.
You may select a supported controller from the list opposite, otherwise UPDD will attempt to detect the attached device. You can always add further devices later.
Click "Install" to proceed, or "Cancel" if you do not wish to install the software at this time.
Supported controllers
H-Series, USB
H-Series, Serial
TeamBoard, IR, USB
Cancel
Install

2. Select the supported controller you want.
   If you are not sure which controller you have, check the label on the controller. If you are installing TeamBoard for the first time, you probably have an H-series controller.

3. Click Install.
   TeamBoard installs.



You can register your software immediately by clicking Register and connecting to the TeamBoard website.

4. Click *Finish*.
   The software for TeamBoard has been installed successfully.

Important You should now complete Whiteboard and ActionBar calibration. For more information refer to “Calibrating TeamBoard” on page 15.

Calibrating TeamBoard

This section explains how and when to calibrate the TeamBoard. The information is divided into the following topics:

- About Calibrating TeamBoard
- Whiteboard Calibration
- ActionBar Calibration
- Interactive Calibration

About Calibrating TeamBoard

This section describes calibration and when to perform it. Calibration is required in order to correctly associate the TeamBoard drawing surface with your computer environment.

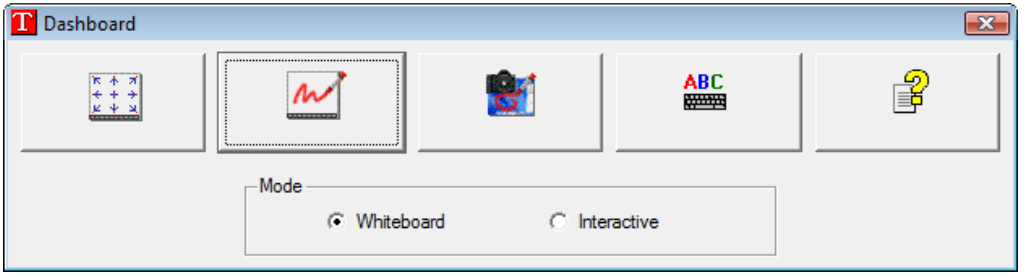
After installing the TeamBoard software, perform Whiteboard and ActionBar calibrations. You don’t need to perform these calibrations again. Interactive calibration, however, should be performed each time the projector is moved or the TeamBoard is moved, since the size and location of the image can vary.

Whiteboard Calibration

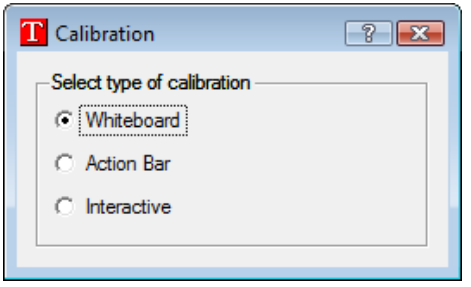
This section explains how to perform Whiteboard Calibration for the TeamBoard. Ensure that your projector is off for Whiteboard Calibration.

1. Double-click the *TeamBoard System Tray Icon*.

The TeamBoard Dashboard displays.



2. Select the *Calibrate* button.
The Calibration dialog box displays.



3. Select the *Whiteboard* radio button.

4. Click OK.
   The Calibration screen displays.

   If your projector is on, DO NOT touch the projected arrow tips or circles. Touch the top-left corner and the bottom-right corner of the drawing surface.

5. From the TeamBoard, firmly press the top-left corner of the TeamBoard drawing surface.
   If sound is enabled on your computer, you hear a "ping" and the next screen displays.

6. Press the bottom-right corner of the TeamBoard drawing surface.
   The Whiteboard calibration is complete.

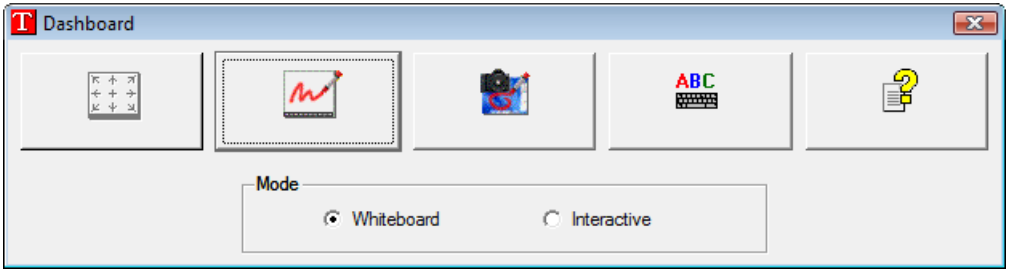
Tip Alternatively, you can calibrate using the System Tray menu.

ActionBar Calibration

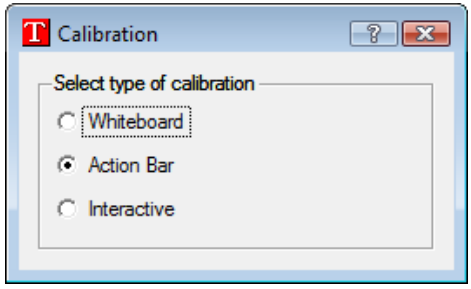
This section explains how to perform ActionBar Calibration for the TeamBoard. Ensure that your projector is off for ActionBar Calibration.

1. Double-click the *TeamBoard System Tray Icon*.

The TeamBoard Dashboard displays.



2. Select the *Calibrate* button.
The Calibration dialog box displays.



3. Select the *ActionBar* radio button.

4. Click OK.
   The Calibration screen displays.

   During ActionBar calibration, DO NOT touch the projected arrow tips or circles. Touch the top-left corner and the top-right corner of the ActionBar.

5. From the TeamBoard, firmly press the top-left corner of the TeamBoard ActionBar.
   If sound is enabled on your computer, you hear a "ping" and the next screen displays.

6. Press the top-right corner of the TeamBoard ActionBar.
   The ActionBar calibration is complete.

Tip Alternatively, you can calibrate using the System Tray menu.

Interactive Calibration

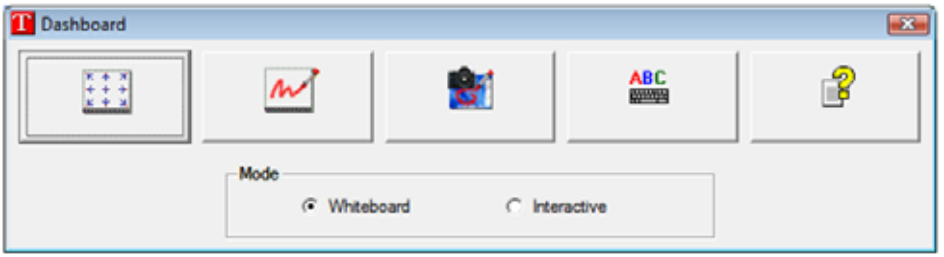
This section explains how to perform Interactive Calibration for the TeamBoard.

Important Before you perform Interactive calibration for the first time you must perform Whiteboard and ActionBar calibrations. In addition, a

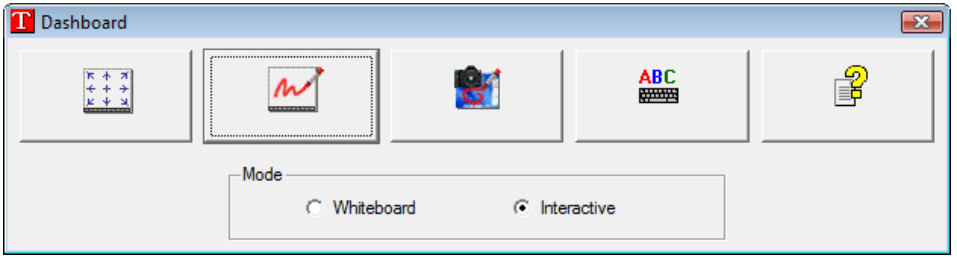
projector must be on and directed at the TeamBoard to perform Interactive Calibration.

1. Double-click the *TeamBoard System Tray Icon*.

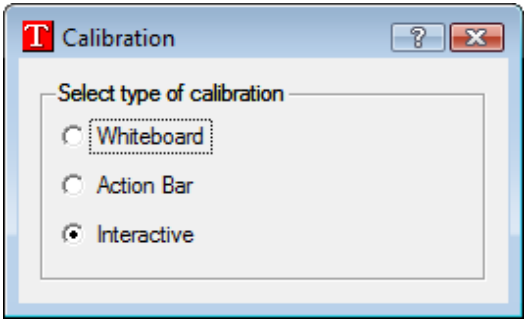
The TeamBoard Dashboard displays.



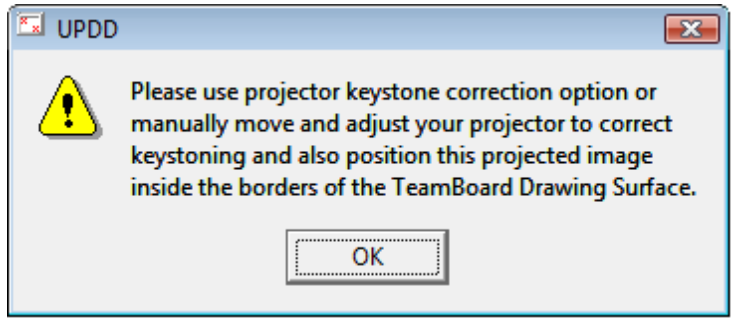
2. Select the Interactive mode.



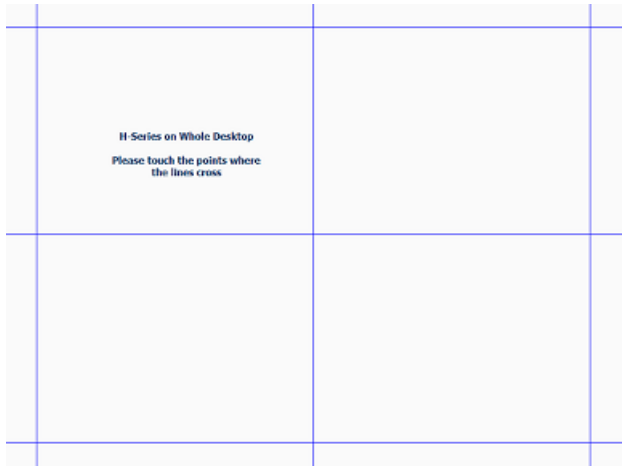
3. Select the *Calibrate* button.
The Calibration dialog box displays.



4. Select the *Interactive* radio button.


UPDD
Please use projector keystone correction option or manually move and adjust your projector to correct keystoning and also position this projected image inside the borders of the TeamBoard Drawing Surface.
OK

5. Click OK.
The Calibration screen displays.



6. Touch nine points of the projected image as indicated.

Ensure that point where the lines cross is touched precisely to ensure the TeamBoard is accurately calibrated. As each point is touched, a green check mark displays.

Tip Alternatively, you can calibrate using the System Tray menu.

Changing Modes

This section explains how to switch between the Interactive Mode and Whiteboard Mode in TeamBoard. These modes allow you to use TeamBoard in very different ways. The information is divided into the following topics:

- Overview of Modes
- Selecting Modes

Once the TeamBoard has been calibrated, you can switch modes simply by selecting the appropriate mode on the TeamBoard Dashboard.

Overview of Modes

This section gives an overview of the two modes that are available in TeamBoard use: Whiteboard and Interactive. Change between modes as required in order to best use TeamBoard depending on your specific needs.

The information is divided into the following topics:

- Whiteboard Mode
- Interactive Mode

Whiteboard Mode

TeamBoard used in Whiteboard mode allows you to use TeamBoard without a projector.

In Whiteboard mode TeamBoard may be used in a manner similar to that of a regular whiteboard. Using a dry–erase marker the TeamBoard can be written on and cleared of content. All drawings created in Whiteboard mode are saved to your computer. For more information refer to “Using TeamBoard as an Electronic Whiteboard” on page 44.

Interactive Mode

TeamBoard used in Interactive mode allows you to use TeamBoard with a projector.

In Interactive mode TeamBoard may be used in several ways. These include as an interactive whiteboard, as an interactive touchscreen or

to annotate applications and presentations projected onto the TeamBoard.

Use the TeamBoard as an interactive whiteboard in Interactive Mode by drawing on the TeamBoard using your finger or the stylus. For more information refer to “Using TeamBoard as an Electronic Whiteboard” on page 44.

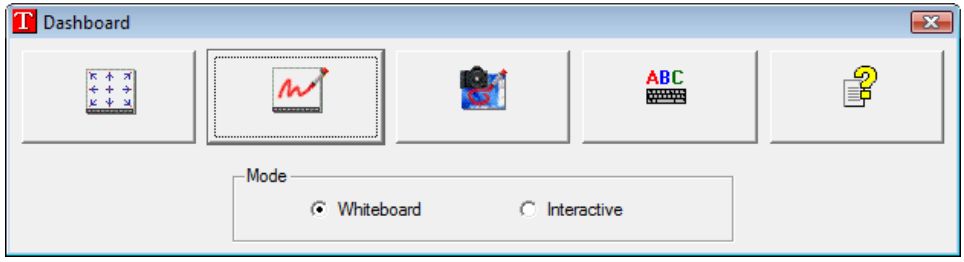
In addition, TeamBoard can be used as an interactive touchscreen. For more information refer to “Using TeamBoard as a Touchscreen” on page 80.

Finally, TeamBoard can be used to annotate content when used in Interactive mode. For more information refer to “Using TeamBoard To Annotate” on page 89.

Selecting Modes

1. Double-click the *TeamBoard System Tray Icon*.

The TeamBoard Dashboard displays.



2. Select the desired Mode, Whiteboard or Interactive, from the Dashboard.

Tip Alternatively, you can switch modes using the System Tray menu.

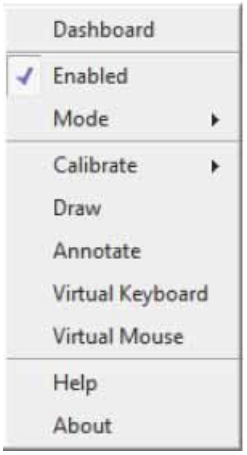
Disabling or Enabling TeamBoard

This section explains how to disable or enable TeamBoard.

If you need to disable TeamBoard, for example to make the COM port available to another device, or need to enable the TeamBoard, for example resetting the COM port after removing another device, then use the following procedure.

1. Select the *TeamBoard System Tray* icon.

2. Select or deselect ENABLED.



Important In order to use TeamBoard, it must be enabled.

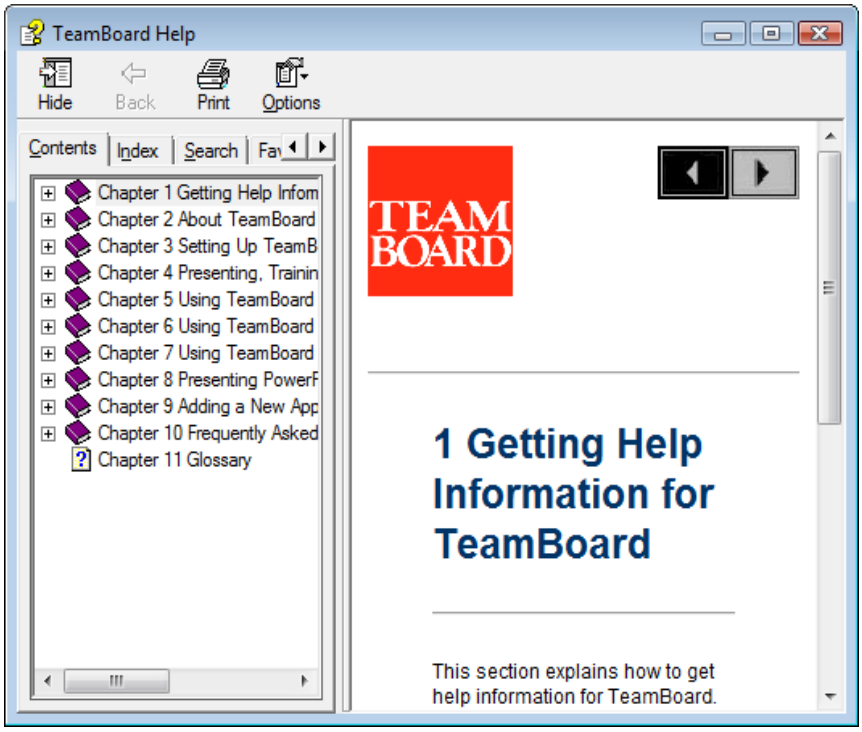
TeamBoard Settings

There are tools available to help the TeamBoard Technical Support group and its dealers configure and troubleshoot the TeamBoard software. In the Windows Control Panel, you can find a TeamBoard icon that is used to access the TeamBoard Properties dialog box.

Most of the tabs in this dialog box are for advanced users and troubleshooting situations. However, you might use the following:

- *Hardware*: Manages your hardware devices.
- *Click Mode*: Modifies how the Interactive Mode identifies tap and double tap values. For more information refer to “Configuring Single, Right, and Double Click” on page 28.
- *Properties*: Modifies the way the TeamBoard is configured. For more information refer to “Configuring TeamBoard Settings” on page 26.
- *Calibration*: Modifies calibration settings. For more information refer to “Changing the Calibration Settings” on page 29.
- *Status*: Displays settings for troubleshooting and allows you to use the *Dump Settings* feature to send information to TeamBoard Support. For more information refer to “Working with TeamBoard Status” on page 30.
- *About*: Displays driver, copyright and license information. For more information refer to “TeamBoard About Dialog” on page 32.

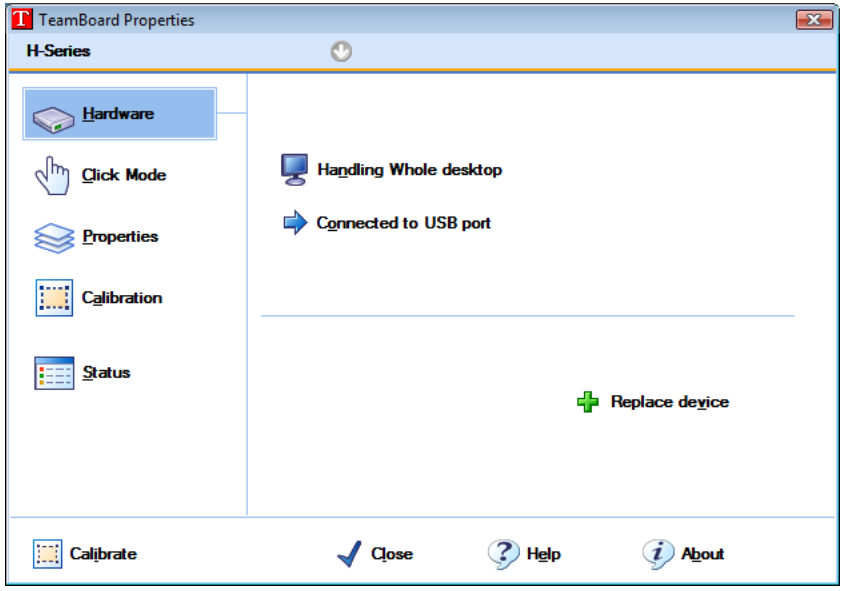
- *Help*: Displays online help for TeamBoard.



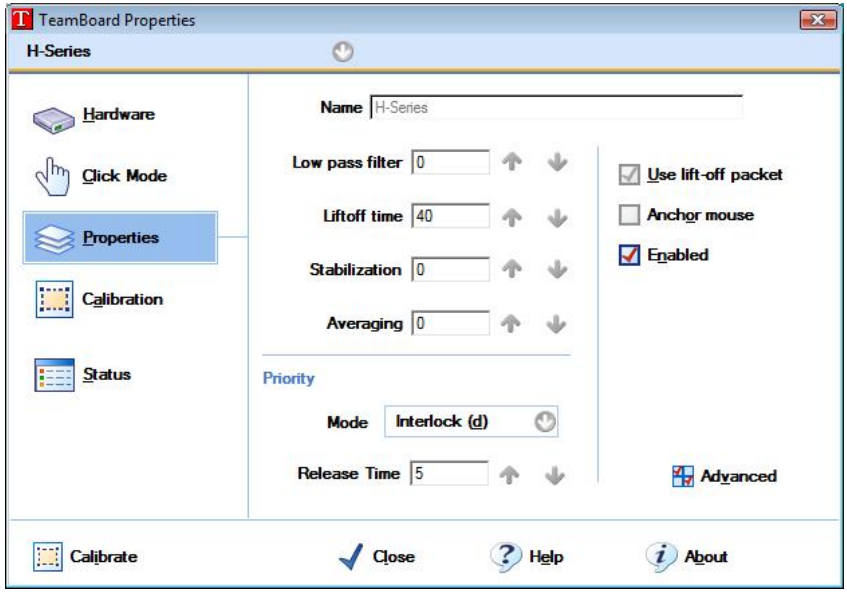
Configuring TeamBoard Settings

1. Click *Start*, then select SETTINGS, CONTROL PANEL.

2. Double-click the *TeamBoard* icon.
   The TeamBoard Properties dialog box displays.



3. Click *Properties*.



4. Change options as required. For detailed information, click *Help*.

5. Click *Close* when done.

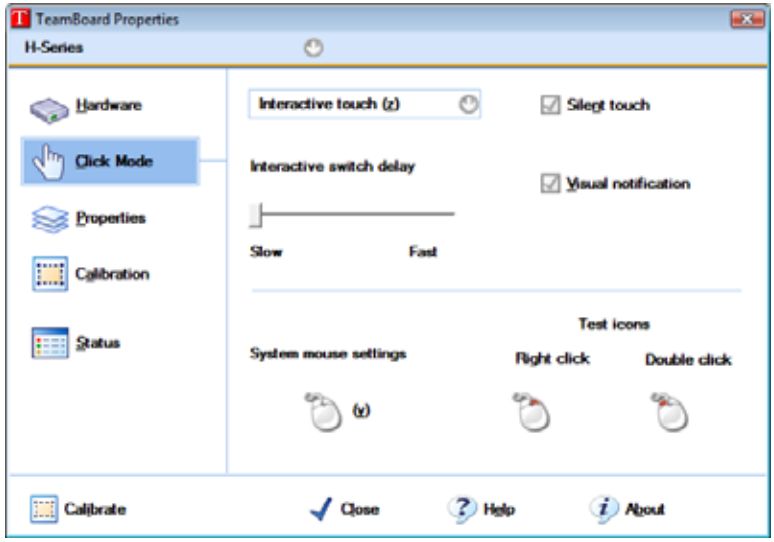
Configuring Single, Right, and Double Click

This section explains how to configure the single, right, and double click settings for the TeamBoard.

1. Click *Start*, then select SETTINGS, CONTROL PANEL.

2. Double-click the *TeamBoard* icon.
   The TeamBoard Properties dialog box displays.

3. Click *Click Mode*.



4. Test the click settings and change the system mouse settings, if required.
   For more detailed information, click Help.

5. Click *Close* when done.

Changing the Calibration Settings

This section explains how to change the calibration settings.

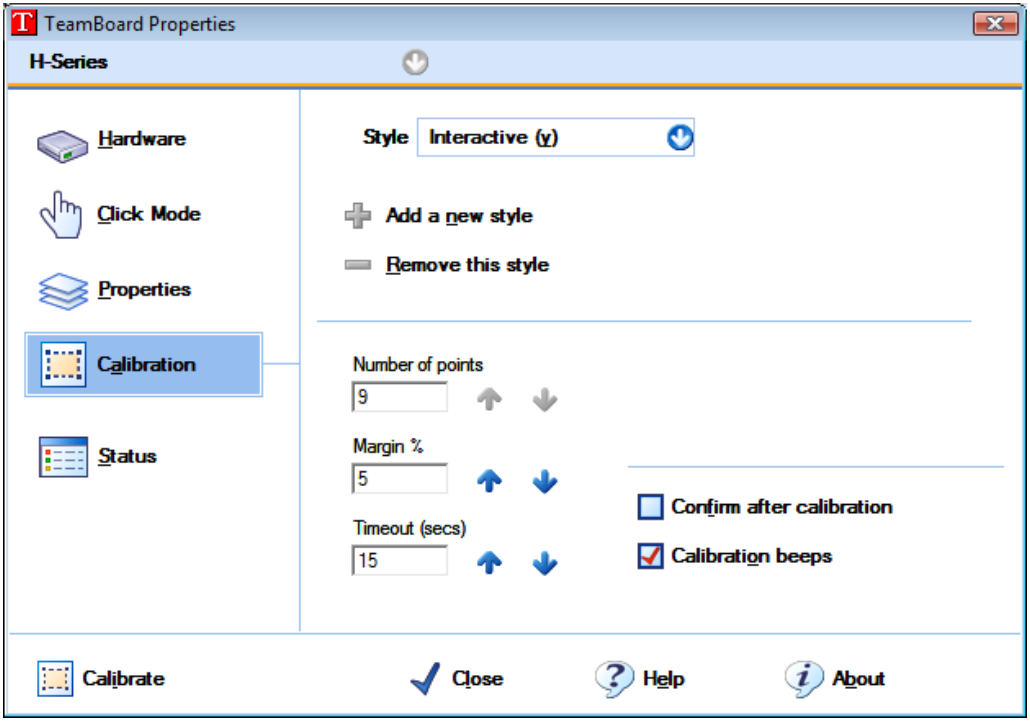
The calibrations for the two modes of operating TeamBoard, Whiteboard and Interactive, have been preconfigured. However, the calibration settings can be modified for each.

1. Click *Start*, then select SETTINGS, CONTROL PANEL.

2. Double-click the *TeamBoard* icon.
   The TeamBoard Properties dialog box displays.

3. Click the *Calibration* tab.

4. Select Interactive or Whiteboard from the Calibration Modes drop-down list.



5. For detailed information about each field, click Help.

6. Click *Close* when done.

Working with TeamBoard Status

This section explains how to work with the TeamBoard Status.

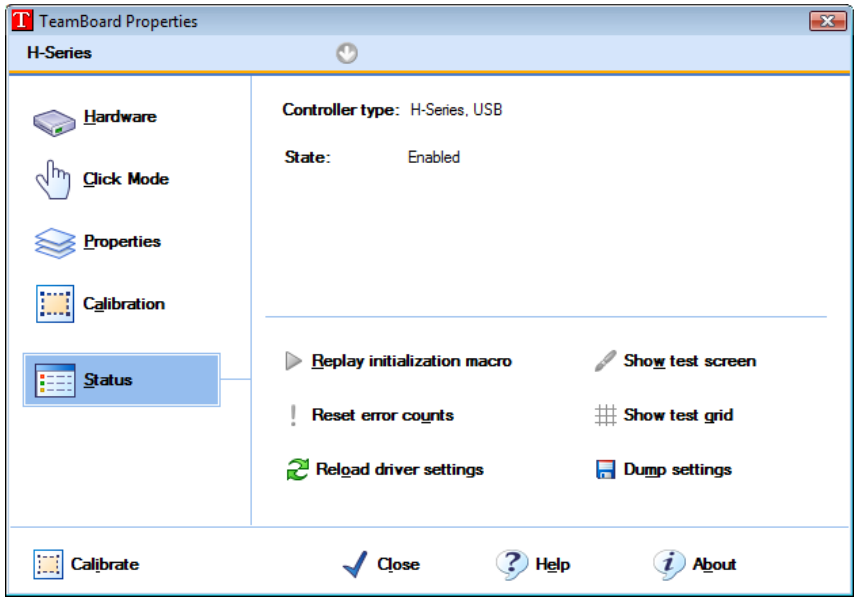
You should only work with TeamBoard Status in a troubleshooting situation. If you are experiencing technical problems, try following

these steps to reset TeamBoard. If following these steps does not solve the problem, contact TeamBoard Technical Support.

1. Click *Start*, then select SETTINGS, CONTROL PANEL.

2. Double-click the *TeamBoard* icon.
   The TeamBoard Properties dialog box displays.

3. Click the *Status* tab.



4. The status should be enabled.
   Click Help for more detailed information.

5. If you cannot successfully troubleshoot, click *Dump settings* to save your settings information to a file that you can send to TeamBoard.

6. Click *Close* when done.

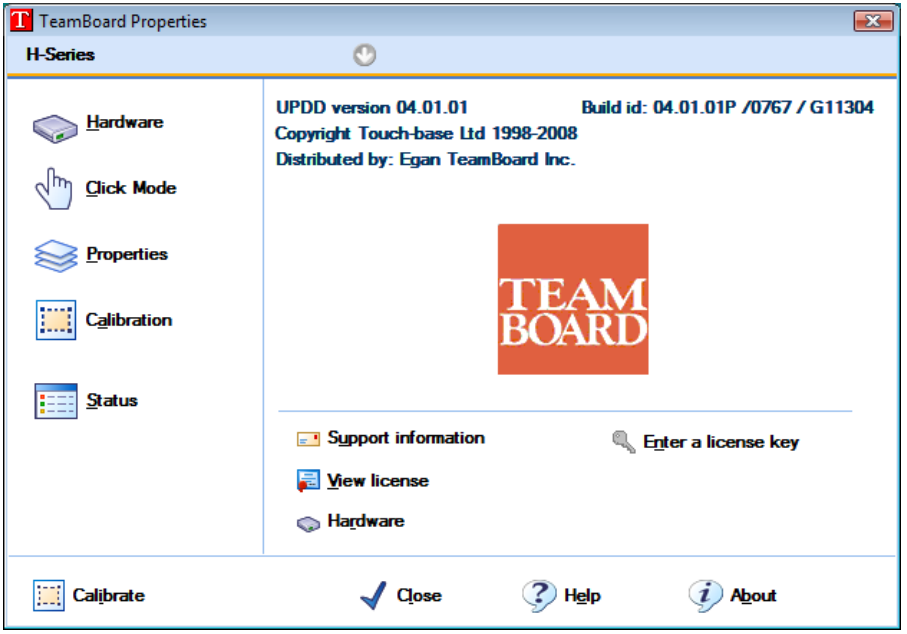
TeamBoard About Dialog

This section explains how to use the TeamBoard About dialog.

1. Click *Start*, then select SETTINGS, CONTROL PANEL.

2. Double-click the *TeamBoard* icon.
   The TeamBoard Properties dialog box displays.

3. Click *About*.
   Version and build information displays.



4. Click *View Licence*.
   The TeamBoard licensing agreement displays

5. Click *Support Information* for details on how to contact TeamBoard Support.

6. Click *Close* when done.

3 Presenting, Training, and Communicating with TeamBoard

This section explains how to present, train, and communicate using TeamBoard. The information is divided into the following topics:

- Presenting PowerPoint Slide Shows with TeamBoardUnderstanding TeamBoard's Capabilities and Features
- Using TeamBoard as an Electronic Whiteboard
- Using TeamBoard as a Touchscreen
- Using TeamBoard To Annotate

Presenting PowerPoint Slide Shows with TeamBoardUnderstanding TeamBoard's Capabilities and Features

This section provides an overview of TeamBoard's capabilities and an overview of the functions of various features. The TeamBoard Suite of software contains several tools and features to assist and simplify the use of the TeamBoard. These tools and features are explained in more detail in later chapters. The information is divided into the following topics:

- Understanding TeamBoard's Capabilities
- Understanding TeamBoard's Features

Understanding TeamBoard's Capabilities

This section provides an overview of TeamBoard's capabilities.

TeamBoard is an advanced presentation, training, and communication tool, effective for use with both immediate and remote audiences. The TeamBoard can be mounted on a wall or on a stand.

As an electronic whiteboard, TeamBoard enables your computer to capture whatever you write and draw on it. Partnered with a Data Projector, TeamBoard acts as an interactive touchscreen. Its dynamic, interactive capabilities allow you to train, teach, and make presentations without ever having to return to your computer.

Use the TeamBoard Draw application to capture all notes and drawings created on the TeamBoard. TeamBoard Draw offers a sharp image with “ink-like” lines as a result of its high resolution controller and advanced line-smoothing features.

The TeamBoard can also be used without a projector, in Whiteboard mode. Whiteboard mode is used for capturing notes and drawings into the computer. Users also have a variety of pen widths and colours to choose from. Anything you write and draw on the TeamBoard is automatically captured by TeamBoard Draw. This content can be printed, saved, stored as multiple pages and more.

TeamBoard’s surface is an interactive touchscreen with the use of your Data Projector. This interactive touchscreen transforms your fingertip into a mouse, allowing you to touch icons and display changes while maintaining your audience’s attention on you and the TeamBoard at the same time.

You can use TeamBoard to present PowerPoint slide shows, to annotate during presentations and to smoothly and successfully conduct Video and Data conferences. Communicating with TeamBoard is easy. Participants are able to connect to your computer, view your TeamBoard from anywhere a network is available and actively participate in presentations. TeamBoard is designed to interface with T.120 data conference applications, but can also be used with more traditional video conference equipment (e.g. PolyCom, Tandberg, VTel). Your remote viewers see everything you do, since all of your TeamBoard actions appear on their remote monitors and television screens.

Understanding TeamBoard’s Features

This section explains the functions of TeamBoard’s various features. The information is divided into the following topics:

- TeamBoard System Tray Icon
- System Tray menu

- TeamBoard Dashboard
- ActionBar
- Draw
- Annotate
- AutoLaunch
- Virtual Keyboard
- Virtual Mouse
- Online Help

TeamBoard System Tray Icon

This section explains how to use the *TeamBoard System Tray Icon*.

The *TeamBoard System Tray Icon* resides in the system tray next to the clock on the taskbar. Use the *TeamBoard System Tray Icon* to quickly access the TeamBoard Dashboard and other commonly used features.

TeamBoard System Tray Icon

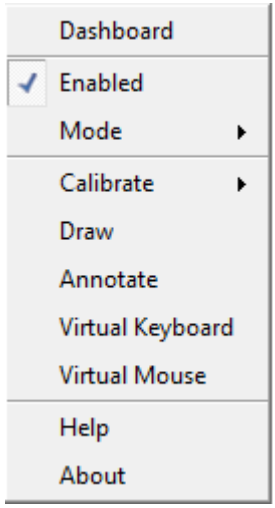
- Double-click the *TeamBoard System Tray Icon* to open the TeamBoard Dashboard.
- Single-click the *TeamBoard System Tray Icon* to access the SYSTEM TRAY menu, consisting of commonly used TeamBoard features.

System Tray menu

This section explains the purpose of the System Tray menu and the options available in it.

The System Tray menu is a tool that is used to access features of the TeamBoard in a manner similar to that of the TeamBoard Dashboard.

When the System Tray menu is clicked a pop-up displays that can be used to quickly access a variety of commands.



Dashboard

Selecting Dashboard launches the TeamBoard Dashboard. For more information refer to “TeamBoard Dashboard” on page 38.

Enabled

When selected (marked with a check) the TeamBoard is active and data from the TeamBoard is sent to your computer. If deselected (marked with an x) the TeamBoard is inactive and data is not transferred. Toggle the Enabled setting to make the TeamBoard active or inactive as required.
For example, if cleaning the TeamBoard you may wish to temporarily deselect Enabled to prevent contact due to cleaning from sending data to your computer.

Mode

Mode has shortcuts to switch between the Interactive Mode and Whiteboard Mode in TeamBoard. For more information refer to “Changing Modes” on page 22.

Calibrate

Calibrate has shortcuts to Calibration which is required in order to correctly associate the TeamBoard drawing surface with your computer environment. For more information refer to “Calibrating TeamBoard” on page 15.

Draw

Clicking Draw launches an application for capturing notes and drawings created on the TeamBoard. For more information refer to “Draw” on page 38.

Annotate

Annotation is designed to gives users the ability to “mark up” applications and presentations projected on to the TeamBoard. For more information refer to “Annotate” on page 40.

Virtual Keyboard

Virtual Keyboard is an application that mimics a standard keyboard allowing you to type text and numbers into your applications right at the board. For more information refer to “Virtual Keyboard” on page 41.

Virtual Mouse

Virtual Mouse can be used to change a tap on the TeamBoard to be interpreted as a right mouse click. You can also quickly access the right mouse options by holding your finger down on the board for 3 seconds. For more information refer to “Clicking with the Virtual Mouse” on page 86.

Help

Selecting Help launches the TeamBoard Help. For more information refer to “Online Help” on page 41.

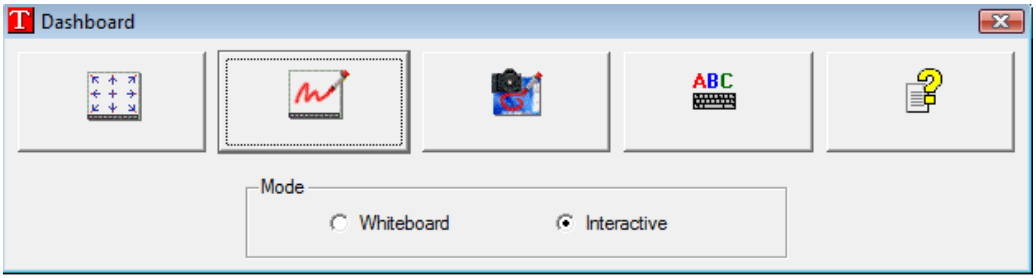
About

Displays information about the TeamBoard software such as the current TeamBoard Suite of tools, the driver version, the copyright dates and so on.

TeamBoard Dashboard

This section explains the purpose of the TeamBoard Dashboard.

The TeamBoard Dashboard is a command console that is used to quickly access TeamBoard features and applications.



ActionBar

This section explains the purpose of the TeamBoard ActionBar.

The ActionBar is a series of buttons that display along the bottom of the TeamBoard. To invoke an action, press the related button.

The toolbar in TeamBoard Draw is similar to the TeamBoard ActionBar. This allows users the flexibility and functionality to work directly in Draw at their computer.

For more information refer to “Using the ActionBar Buttons” on page 82.

Draw

This section explains the purpose of the TeamBoard Draw application.

Draw is the application for capturing notes and drawings created on the TeamBoard and saving them to a file, printing them, emailing the content and more. Its design is similar to that of the actual TeamBoard, including a toolbar that is similar to the TeamBoard ActionBar. For more information refer to “Using TeamBoard as an Electronic Whiteboard” on page 44.

Drawing Toolbar

This section explains the purpose of the Drawing Toolbar.

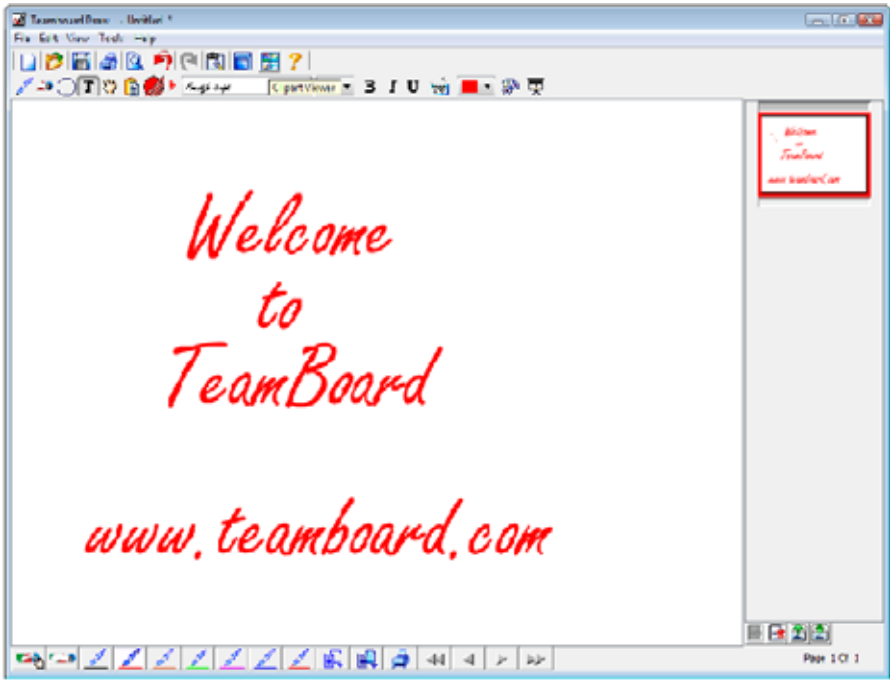
TeamBoard Draw has a wide range of features to enhance your TeamBoard presentations. Located at the top of the Draw window is

the Drawing Toolbar, which offers a variety of drawing and writing tools. These tools include 300 custom colours, a dashed pen, a highlighter, and tools for drawing shapes, as well as typing text. For more information refer to “Drawing and Writing on the TeamBoard” on page 46.

Editing features are also available on the Drawing Toolbar. These features include the ability to cut and paste content, (both within Draw and to and from other applications), erase content, move content around on the page after it has been created, and undo and redo past actions within Draw.

For more information refer to “Using Draw with a Projector” on page 48.

Use Draw in Whiteboard or Interactive Mode to create multiple pages of notes in a workbook and save them to a file. For more information refer to “Using TeamBoard as an Electronic Whiteboard” on page 44.



Annotate

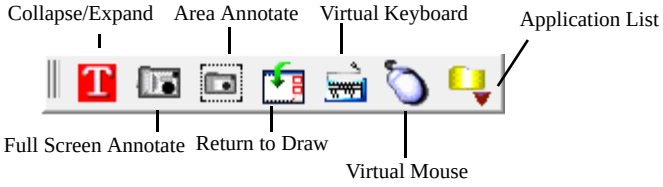
This section explains the purpose of the TeamBoard Annotate feature.

Annotate is designed to be used in Interactive Mode. It gives users the ability to mark up applications and presentations projected on to the TeamBoard. For example, you can draw a circle around an important point or underline items. For more information refer to “Using TeamBoard To Annotate” on page 89.

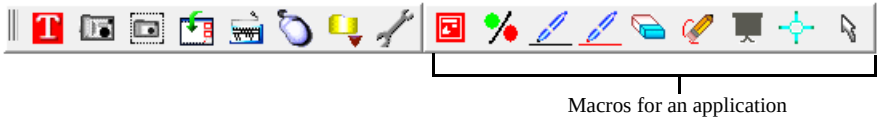
Annotate works like a stand alone application, but is actually a feature of Draw.

Minimize Toolbar

When you minimize TeamBoard Draw or TeamBoard Annotate, the Minimize Toolbar displays. This lets you access some frequently used features quickly, without having to maximize TeamBoard again.



When you have a related application running in TeamBoard, the Minimize Toolbar extends with the macro icons you have configured. If you want to customize your macros, refer to “Adding and Editing Macros” on page 107 for more information.



AutoLaunch

This section explains the purpose of the TeamBoard AutoLaunch feature.

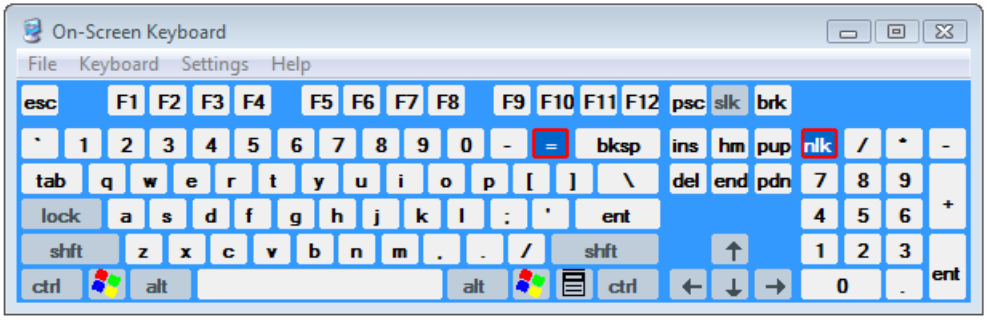
AutoLaunch makes it easy for you to jump into using your TeamBoard quickly. TeamBoard automatically launches Draw in Whiteboard Mode or Annotate in Interactive Mode.

If using AutoLaunch in Whiteboard Mode, refer to “Using AutoLaunch in Whiteboard Mode” on page 48 for more information. If using AutoLaunch with Annotate in Interactive Mode, refer to “Using AutoLaunch with Annotate” on page 92 for more information.

Virtual Keyboard

This section explains the purpose of the TeamBoard Virtual Keyboard application.

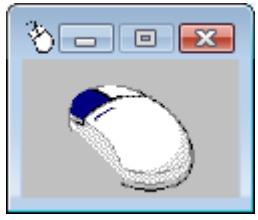
The Virtual Keyboard is an application that mimics a standard keyboard. There are two views to choose from. You can use it to type text and numbers into your applications right at the board. For more information refer to “Entering Text and Numbers with the Virtual Keyboard” on page 83.


On-Screen Keyboard
File Keyboard Settings Help
esc F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 psc slk brk
` 1 2 3 4 5 6 7 8 9 0 - = bksp ins hm pup nlk / * -
tab q w e r t y u i o p [ ] \ del end pdn 7 8 9 +
lock a s d f g h j k l ; ' ent 4 5 6
shft z x c v b n m . . / shft 1 2 3 ent
ctrl alt alt ctrl 0 .

Virtual Mouse

This section explains the purpose of the TeamBoard Virtual Mouse application.

While in Interactive Mode, a tap on the TeamBoard is interpreted as a left mouse click. Pressing or touching the TeamBoard for 3 seconds activates the right mouse click. For more information refer to “Clicking with the Virtual Mouse” on page 86.



Online Help

This section explains how to access the online Help system that is included with your TeamBoard.

TeamBoard software has extensive Online Help available by selecting:

- the *Help* button on the TeamBoard Dashboard
- the HELP menu in TeamBoard Draw

- the HELP option in the System Tray menu accessed from the *TeamBoard System Tray Icon*.

For more information refer to “Getting Help Information for TeamBoard” on page 1.

4 Using TeamBoard as an Electronic Whiteboard

This section explains how to use TeamBoard as an electronic whiteboard, using the TeamBoard Draw application. The information is divided into the following topics:

- Using Draw without a Projector
- Using Draw with a Projector
- Drawing and Writing with the Drawing Toolbar
- Editing Content with the Drawing Toolbar
- Working with Multiple Pages
- Using the Page Sorter
- Using the Spotlight
- Using Hide/Reveal
- Importing Files and Scanned Images into Draw
- Using ClipArt
- Exporting a Page or Entire Workbook
- Printing Your Work
- Saving Your Work

Using Draw without a Projector

This section explains how to use TeamBoard as an electronic whiteboard without a projector, using TeamBoard's ActionBar in the TeamBoard Draw application. The information is divided into the following topics:

- About Using Draw without a Projector
- Drawing and Writing on the TeamBoard
- Inserting a New Page
- Erasing Drawings and Writing
- Changing Pen Widths

About Using Draw without a Projector

This section explains how to use TeamBoard Draw without a projector.

With TeamBoard Draw, you can write and draw on the TeamBoard with dry–erase markers[1] and capture all of your work onto your computer.

To work in TeamBoard Draw without a projector, use TeamBoard's Whiteboard Mode. You must switch to Whiteboard Mode first before launching TeamBoard Draw. For more information refer to "Changing Modes" on page 22.

While in Whiteboard Mode, you can write and draw, erase, print, create new pages and copy pages from the TeamBoard. From your computer, you can use your monitor and mouse to access further TeamBoard Draw features, such as saving, rearranging pages, deleting pages, adding to pages and emailing pages.

TeamBoard Draw's user-friendly interface emulates that of the actual TeamBoard, including a toolbar that is similar to the TeamBoard ActionBar. For more information refer to "Using the ActionBar Buttons" on page 82.

TeamBoard Draw offers a sharp image with "ink-like" lines as a result of its high resolution controller and advanced line smoothing features. Users also have a variety of pen widths to choose from. All notes and drawings are automatically backed up by the AutoSave feature at configurable intervals.

1. Expo 2 Low Odor Dry Erase Markers contain an alcohol based ink. They do not clean well from TeamBoard or other whiteboard surfaces.

Drawing and Writing on the TeamBoard

This section explains how to write and draw on the TeamBoard without a projector. You use TeamBoard Draw in WhiteBoard Mode to capture all of your work to your computer.

Tip Ensure that your computer monitor is turned on when you work with TeamBoard Draw in WhiteBoard Mode. This allows you to see content displayed on screen. Since you can see the content on screen, you can ensure that the content you see on the TeamBoard is the same as the content on your computer.

1. Ensure that your computer is turned on, and that your Data Projector is turned off.
   For more information refer to "Installing TeamBoard" on page 5.

2. If it has not yet been done, calibrate both the Whiteboard and ActionBar.
   For more information refer to "Calibrating TeamBoard" on page 15.

3. Switch into Whiteboard Mode.
   For more information refer to "Changing Modes" on page 22.

4. Launch TeamBoard Draw by touching the TeamBoard.
   TeamBoard Draw launches and can be viewed on your monitor.
   For more information refer to "Draw" on page 38.

5. Press a pen button on the TeamBoard's ActionBar in the colour you want to use.

6. Using an Egan dry–erase marker of the same colour, write and draw on the TeamBoard.
   Your computer monitor displays your work in the colour you have chosen.

7. To write and draw using another colour, repeat step 5 and step 6.

8. Use TeamBoard Draw's features as needed for Erasing Drawings and Writing, Saving Your Work, Printing Your Work and so on.

Tip You can also use the AutoLaunch feature for drawing and writing on the TeamBoard. For more information refer to "Using AutoLaunch in Whiteboard Mode" on page 48.

Erasing Drawings and Writing

This section explains how to erase drawings and writing when using TeamBoard Draw in Whiteboard Mode without a projector.

To erase drawings and writing from both the TeamBoard and TeamBoard Draw on your monitor, you have two options. Use the *Small Eraser* to wipe off small parts of a drawing such as letters or numbers. Use the *Large Eraser* to wipe off large areas.

Using the Small Eraser

1. Select the *Small Erase* button on the Drawing Toolbar.

2. Erase content on the TeamBoard with the corner of a Egan Cloth or with your finger.
The area is erased from both the TeamBoard and the image on your monitor.

Using the Large Eraser

1. Select the *Large Eraser* button on the Drawing Toolbar.

2. Erase content on the TeamBoard with an Egan Cloth.
The area is erased from both the TeamBoard and the image on your monitor.

Changing Pen Widths

This section explains how to modify the width of the digital pen lines that TeamBoard Draw displays on your monitor. There are eight pen width values.

1. Looking at your computer monitor, use your mouse to select PEN WIDTH from the top menu bar of the TeamBoard Draw screen.

2. From the PEN WIDTH drop-down menu, select the pen width you need.
   The selection remains until you select a new pen width.

Using AutoLaunch in Whiteboard Mode

This section explains how to use the AutoLaunch feature when using Whiteboard Mode.

AutoLaunch makes it easy for you to jump into using your TeamBoard quickly. TeamBoard automatically launches Draw to capture any notes written on, or erased from, the whiteboard.

With the TeamBoard software in Whiteboard Mode, start drawing and writing on the TeamBoard with a dry-erase marker. Draw launches automatically and captures your notes and drawings.

Using Draw with a Projector

This section explains how to use TeamBoard as an electronic whiteboard with a projector, using TeamBoard's ActionBar in the TeamBoard Draw application. The information is divided into the following topics:

- About Using Draw with a Projector
- Drawing and Writing on the TeamBoard
- Inserting a New Page
- Erasing Drawings and Writing
- Changing Pen Widths

About Using Draw with a Projector

This section explains how to use TeamBoard Draw with a projector.

With TeamBoard Draw, you can write and draw on the TeamBoard and capture all of your work onto your computer.

To work in TeamBoard Draw with a projector, use TeamBoard's Interactive Mode. Change mode to interactive before launching TeamBoard Draw. For more information refer to "Changing Modes" on page 22.

In Interactive Mode, you can access TeamBoard Draw features by either touching the TeamBoard or by using your computer's keyboard and mouse. Examples of TeamBoard Draw features include printing, saving, navigating through pages, rearranging pages, deleting pages, adding to existing pages, emailing pages and working with images.

TeamBoard Draw's user-friendly interface emulates that of the actual TeamBoard, including a toolbar that is similar to the TeamBoard ActionBar.

TeamBoard Draw offers a sharp image with "ink-like" lines as a result of its high resolution controller and advanced line smoothing features. Users also have a variety of pen widths to choose from. You can also use Draw's virtual ActionBar, which is not active by default, to access pen options and erase options.

In addition to the TeamBoard ActionBar and Draw's virtual ActionBar, Draw features the Drawing Toolbar, which is located at the top of the Draw window. The Drawing Toolbar offers a wide range of drawing and writing tools such as a variety of custom colours, a dashed pen, a highlighter, and tools for drawing shapes and typing text. For more information refer to "Drawing and Writing with the Drawing Toolbar" on page 53.

Editing features are also available on the Drawing Toolbar. The features include the ability to cut and paste content, erase content,

move content around on the page after it has been created, and undo and redo past actions. For more information refer to “Editing Content with the Drawing Toolbar” on page 62.

Drawing and Writing on the TeamBoard

This section explains how to write and draw on the TeamBoard when used with a projector. You use TeamBoard Draw in Interactive Mode to capture all of your work to your computer.

Note Additionally, you can select a variety of pen tools and colours on the Drawing Toolbar. For more information refer to “Drawing and Writing with the Drawing Toolbar” on page 53.

1. Turn on your computer and projector.
   For more information refer to “Installing TeamBoard” on page 5.

2. If necessary, perform an Interactive Calibration on your TeamBoard.
   For more information refer to “Calibrating TeamBoard” on page 15.

3. Switch into Interactive Mode.
   For more information refer to “Changing Modes” on page 22.

4. Launch TeamBoard Draw from the TeamBoard Dashboard.
   TeamBoard Draw launches and is projected on the TeamBoard. It can also be viewed on your monitor.

5. Press a pen button on the TeamBoard’s ActionBar in the colour you want to use.

   For more information refer to “ActionBar” on page 38.

6. Using the TeamBoard Stylus or your finger draw on the TeamBoard.
   Your monitor and the projected image display your work in the colour you have chosen.

7. To write and draw using another colour, repeat step 5 and step 6.

8. Use TeamBoard Draw's features as needed for Erasing Drawings and Writing, Saving Your Work, Printing Your Work and so on.

Erasing Drawings and Writing

This section explains how to erase drawings and writing when using TeamBoard Draw in Interactive Mode with a projector.

To erase drawings and writing from the TeamBoard, you have two options. Use the *Small Eraser* to erase small parts of a drawing such as letters or numbers. Use the *Large Eraser* to erase objects.

Using the Small Eraser

1. Select the *Small Eraser* button on the TeamBoard ActionBar or on the Drawing Toolbar.

2. Erase content on the TeamBoard with your TeamBoard Stylus or with your finger.
The area is erased from Draw.

Using the Large Eraser

1. Select the *Large Eraser* button on the TeamBoard ActionBar or on the Drawing Toolbar.

2. Erase objects on the TeamBoard with your TeamBoard Stylus or with your finger.
The selected objects are erased from Draw.

Changing Pen Widths

This section explains how to modify the width of the digital pen when using TeamBoard Draw.

The eight pen width values can be found at the top menu bar.

1. To choose a pen width, click on the pen width arrow and select a size from the drop-down list.

Viewing Full Screen

This section explains how to view the work area in Interactive Mode as a full screen page when using TeamBoard Draw.

Note In Full Screen view the title bar, menu bar, page sorter and toolbars are hidden.

1. Select VIEW, FULL SCREEN or press the *Full Screen* button.

Important To return to the standard view, select the *Go to Draw* button on the toolbar.

Undoing Changes

There are an unlimited number of actions that you can undo. To redo actions that have been undone, use the Redo feature. These editing tools can be found on the Drawing Toolbar.

- To undo an action, select the *Undo* button.
- To redo an action, select the *Redo* button.

Drawing and Writing with the Drawing Toolbar

This section explains how to draw and write using the Drawing Toolbar located at the top of the Draw window. In order to have access to the Drawing Toolbar, a projector is needed.

The information is divided into the following topics:

- Using the Drawing Toolbar
- Using Pens
- Selecting Colours
- Drawing Shapes
- Entering Text

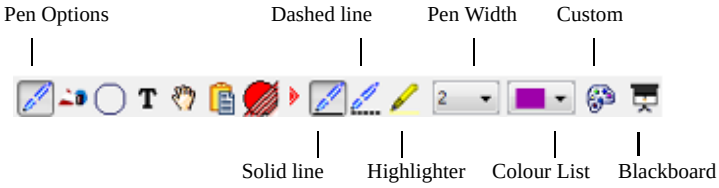
Using the Drawing Toolbar

This section explains how to use Draw's drawing and writing tools using the Drawing Toolbar.

The Drawing Toolbar features a wide range of drawing and writing tools. These features include 300 custom colours, a dashed pen, a highlighter and tools for drawing shapes and typing text.

Using Pens

This section explains how to draw solid lines, dashed lines and highlight, both in standard colours and custom colours. These pen options can be found on the Drawing Toolbar.



1. Select the Pen Options icon from the Drawing Toolbar.
   The Drawing Toolbar displays the pen options. Draw remembers the last selected pen type, pen widths and colours.

2. Select the desired pen type.
   - To draw a solid line, select Solid line.
   - To draw a dashed line, select Dashed line.
   - To draw a transparent line overtop of other content, select Highlighter.

3. Select the desired pen width.
   - To choose a pen width, click on the pen width arrow and select a size from the drop-down list.

   Draw remembers the last selected line pen width and highlighter pen width within a Draw session.

4. Select the desired pen colour.
   - To use a standard colour, or the current custom pen colour, select a pen colour from the Colour List.
   - To use a new custom colour, select Custom Colour from the Drawing Toolbar. For more information refer to “Selecting Colours” on page 55.

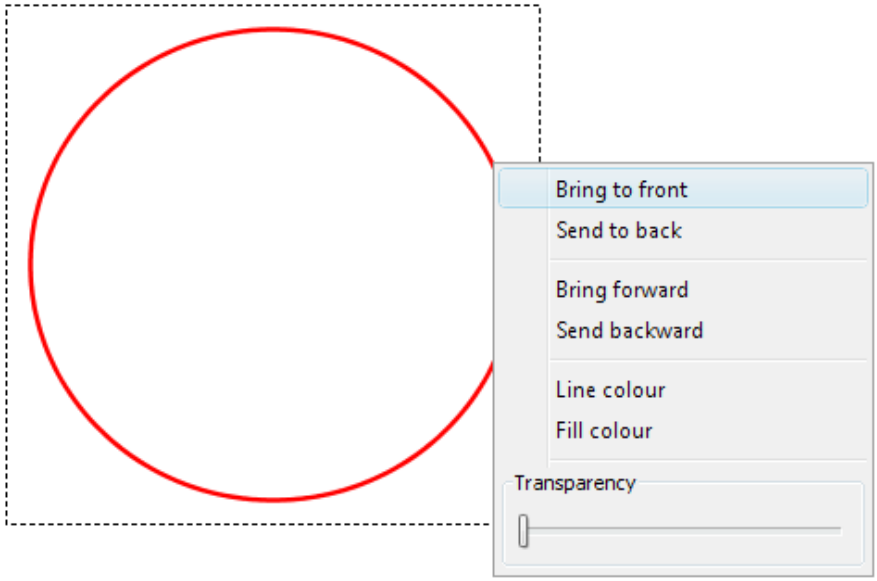
5. Using the Stylus or your finger, draw and write onto the TeamBoard.

Editing Content Using Right Click

You can format objects and text by right clicking on them.

1. Select the object by double-clicking.

2. Right click (or hold your finger on the TeamBoard) for colour and transparency options.



- Bring to font: Brings the current object in front of every other object.
- Send to back: Sends the current object to the back of every other object.
- Bring forward: Brings the current object forward one layer.
- Send backward: Sends the current object back one layer.
- Line colour: Displays the colour palette so you can change the colour of the object's lines.
- Fill colour: Displays the colour palette so you can change the colour of the inside of the object.
- Change colour: Displays the colour palette so you can change the colour of the object.
- Transparency: Lets you adjust the transparency of the object.

Note Depending on the object selected, the right-click options may differ.

Selecting Colours

This section explains how to select standard colours and custom colours from your Drawing Toolbar.

TeamBoard has 300 custom colours to choose from. You can use these custom colours when you draw lines or shapes, write or type. These colour options can be found on the Drawing Toolbar.

Your Colour List has 6 standard colours and 1 custom colour. When you select a colour from the Colour List, whether standard or custom, it becomes the selected colour for any drawing, writing and typing, except for the highlighter.

Note The highlighter colour changes only when you select a new highlighter colour. The highlighter colour selection does not change the selected drawing, writing and typing colour.

When you select a custom colour, that colour becomes the selected colour and is added to your Colour List. It will stay on your Colour List until a new custom colour is selected to replace it. Draw remembers the 35 last selected custom colours in the Recent section of the Custom Colour dialog.

Selecting standard colours or the current custom colour

1. From the Drawing Toolbar, select a tool, such as the dashed pen, to be affected by your colour selection.
   Except for the highlighter, your colour selection affects all drawing, writing and typing tools.

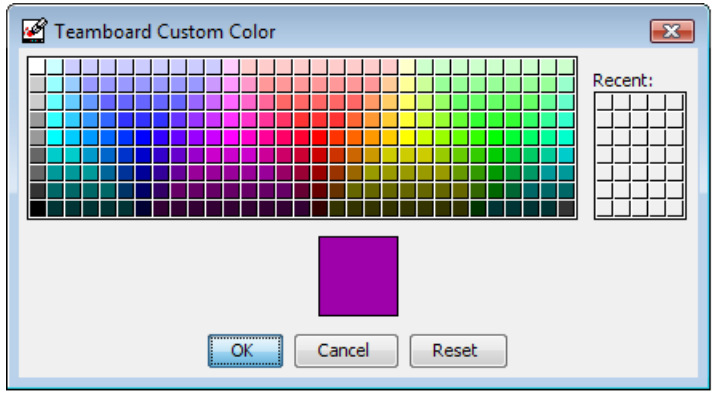
2. From the Drawing Toolbar, select the drop-down Colour List.
   The Colour List drops down to display the six standard colours and current custom colour.

3. Select the colour you want to become the current colour.

Selecting a new custom colour

1. From the Drawing Toolbar, select a tool, such as the dashed pen, to be affected by your colour selection.
   Except for the highlighter, your colour selection affects all drawing, writing and typing tools.

2. Select the Custom Colour icon.
   Draw displays the Custom Colour dialog.

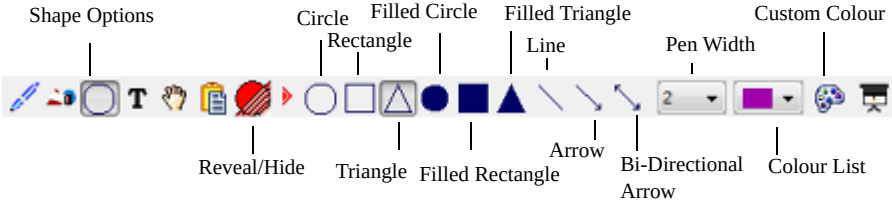


3. Click the colour you want to use.
   - To select any new custom colour, click on the colour of your choice from the large colour grid.
   - To select a custom colour that was previously selected in your Draw session, click on the colour from the small Recent grid.

4. Click OK.
   The custom colour you chose is now your current colour.

Drawing Shapes

This section explains how to draw straight lines, circles, rectangles and triangles, both in standard colours and custom colours. These options can all be found on the Drawing Toolbar.



1. Select the Shape Options icon on the Drawing Toolbar.
   The Drawing Toolbar displays the shape options. Draw remembers the last selected shape, pen width and colour.

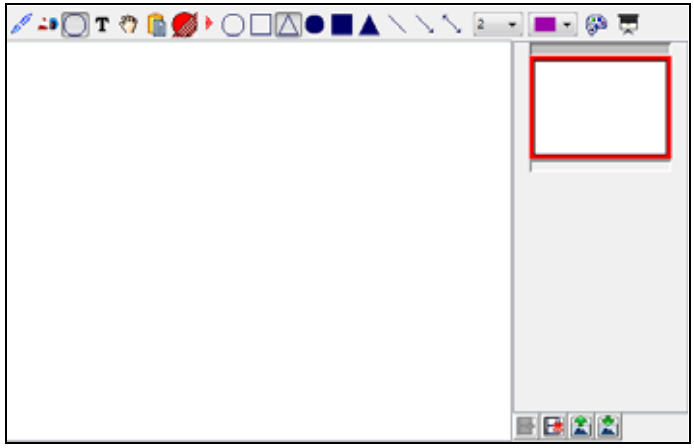
2. Select the desired shape.
   - To draw an outlined circle, select Circle.
   - To draw an outlined rectangle, select Rectangle.
   - To draw an outlined triangle, select Triangle.
   - To draw a filled circle, select Filled Circle.
   - To draw a filled rectangle, select Filled Rectangle.
   - To draw a filled triangle, select Filled Triangle.
   - To draw a straight line, select Line, Arrow or Bi-Directional arrow.

3. Select the desired pen width.
   - To choose a pen width, click on the pen width arrow and select a size from the drop-down list.

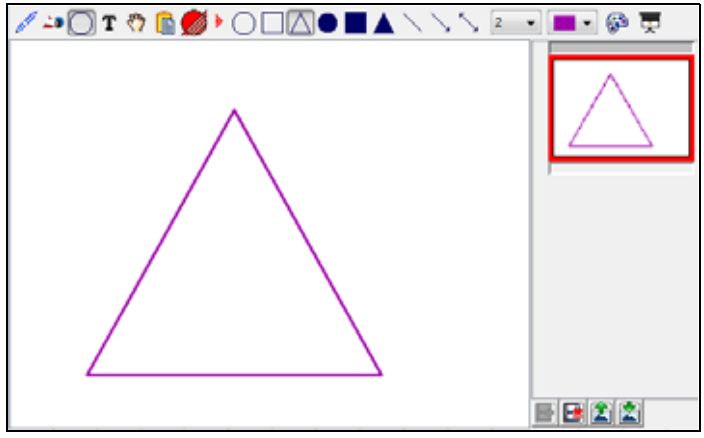
4. Select the desired colour.
   - To use a standard colour, or the last selected custom pen colour, select a pen colour from the Colour List.
   - To use a new custom colour, select Custom Colour on the Drawing Toolbar.

   For more information refer to “Selecting Colours” on page 55.

5. Using the Stylus, your finger, or a dry erase marker, touch the TeamBoard and drag along it until you have created the shape you need.



6. Release by taking the Stylus, your finger, or a dry erase marker off the TeamBoard.
Draw inserts the shape you created.



7. (Optional) Select the object by double-clicking and then right click (or hold your finger on the TeamBoard) for colour and transparency options.
   - Bring to font: Brings the current object in front of every other object.

- Send to back: Sends the current object to the back of every other object.
- Bring forward: Brings the current object forward one layer.
- Send backward: Sends the current object back one layer.
- Change colour: Displays the colour palette so you can change the colour of the object.
- Transparency: Lets you adjust the transparency of the object.

Note Depending on the object selected, the right-click options may differ.

Entering Text

This section explains how to type and format text right into Draw. The text options can be found on the Drawing Toolbar.

The keyboard button located on the Drawing Toolbar, next to the Colour List, launches the virtual keyboard. You can use the virtual keyboard at the TeamBoard to type text, as well as numbers into your applications. For more information refer to “About TeamBoard’s Virtual Keyboard” on page 84.

Note You can also copy text from other applications and paste it into Draw. For more information refer to “Copying, Cutting, and Pasting Content” on page 64.

1. Select the Text Options icon on the Drawing Toolbar.
   The Drawing Toolbar displays the shape options. Draw remembers the last selected font family, font size, style, and colour.
2. Select the desired font family from the Font drop-down list.
3. Select the desired text size from the Font Size drop-down list.
4. Select the desired Bold, Italic and Underline style selections.
   - To select a style, tap its button once.

- To deselect a style, tap its button once.

5. Select the desired colour.
   - To use a standard colour, or the last selected custom pen colour, select a pen colour from the Colour List.
   - To use a new custom colour, select Custom Colour on the Drawing Toolbar.

   For more information refer to "Selecting Colours" on page 55.

6. Touch the TeamBoard to get an insertion point.

7. Enter text.
   - To use your computer's keyboard, simply start typing.
   - To use TeamBoard's virtual keyboard, select Virtual Keyboard from your TeamBoard Dashboard. Press Enter to continue onto the next line.

   For more information refer to "About TeamBoard's Virtual Keyboard" on page 84.

8. Make adjustments to your text as needed.

9. (Optional) Select the object by double-clicking and then right click (or hold your finger on the TeamBoard) for colour and transparency options.
   - Bring to font: Brings the current text in front of every other object.
   - Send to back: Sends the current text to the back of every other object.
   - Bring forward: Brings the current text forward one layer.
   - Send backward: Sends the current text back one layer.
   - Change colour: Displays the colour palette so you can change the colour of the object.
   - Transparency: Lets you adjust the transparency of the object.

Note Depending on the object selected, the right-click options may differ.

Important Once you touch another point on your TeamBoard, you are not able to edit or reformat or delete text.

Editing Content with the Drawing Toolbar

This section explains how to edit content using the Drawing Toolbar located at the top of the Draw window. In order to have access to the Drawing Toolbar, a projector is needed. The information is divided into the following topics:

- Using the Drawing Toolbar
- Erasing Content
- Moving Content
- Copying, Cutting, and Pasting Content

Using the Drawing Toolbar

This section explains how to use Draw's editing tools using the Drawing Toolbar.

The Drawing Toolbar features a wide range of editing tools. These features include the ability to cut, copy and paste content, both within Draw and to and from other applications, erase drawing and writing, move content around within a Draw page after it has been created, and undo and redo past actions.

Erasing Content

This section explains how to erase objects using the Small Eraser, the Large Eraser and the Multi Eraser. The eraser options can be found on the Drawing Toolbar.

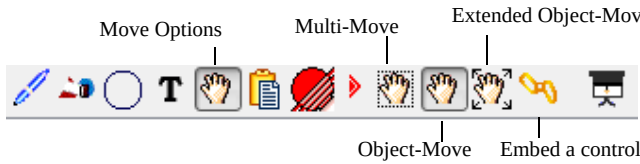
1. Select the Eraser Options icon from the Drawing Toolbar.
   The Drawing Toolbar displays the eraser options. Select the desired eraser type.
   - To erase small sections of content, select Small Eraser.

- To erase whole objects, select Large Eraser.
- To erase multiple objects at the same time, select Multi Erase.

2. Erase content on the TeamBoard with the corner of an Egan Cloth, your TeamBoard Stylus or with your finger.
   - Small Eraser: Touch the areas you want to erase.
   - Large Eraser: Tap the object you want to erase.
   - Multi Eraser: Select a large area around the objects you wish to erase, then drag your stylus or your finger along that area until the objects are fully encompassed.

Moving Content

This section explains how to move Draw content within a Draw page after it has been created. Each pen line, shape and text line is a moveable object. The move options can be found on the Drawing Toolbar.



To move Draw objects to a different Draw page or another software application, use the new Copy, Cut, and Paste tools. For more information refer to “Copying, Cutting, and Pasting Content” on page 64.

1. Select the Move Options icon from the Drawing Toolbar.
   The Drawing Toolbar displays the move options.

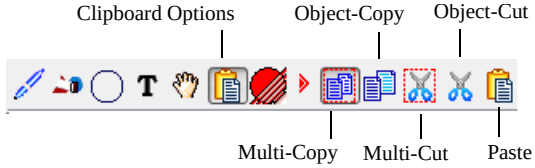
2. Select the desired move option.
   - To move multiple objects at the same time, select Multi-Move.
   - To move a single object, select Object-Move.
   - To rotate a single object, select Extended Object-Move.
   - To create a hyperlink to another page, file, or URL, select Embed a control.

3. Using the Stylus or your finger, select and move objects as needed.
   - Multi-Move tool: Select a large area around the objects you wish to move, then drag your stylus or your finger along that area until the objects are fully encompassed.

   Objects that are only partially encompassed are not selected for the move. If you miss selecting some objects, simply reselect a larger area.
   - Object-Move tool: Touch the object and drag it to where you want it released.

Copying, Cutting, and Pasting Content

This section explains how to cut, copy and paste content, both within Draw and to and from other software applications. These clipboard options can be found on the Drawing Toolbar.



Copying and Cutting

Use the Cut options to remove Draw objects from their current positions and place them onto the clipboard, so that they can be pasted to another Draw page or software application. Use the Copy options to do the same, while leaving the original objects in their current positions.

Note To remove Draw objects from their current positions, and place them elsewhere within the same Draw page, use the Move options. For more information refer to “Moving Content” on page 63.

1. Select the Clipboard Options icon from the Drawing Toolbar. *The Drawing Toolbar displays the clipboard options.*

2. Select the desired copy or cut option.
   - To copy multiple objects at the same time, select Multi-Copy.
   - To copy a single object, select Copy.

- To cut multiple objects at the same time, select Multi-Cut.
- To cut a single object, select Cut.

3. Using the Stylus or your finger, select objects as needed.
   - Multi-Copy or Multi-Cut Tools: Select a large area around the objects you wish to copy or cut, then drag your stylus or your finger along that area until the objects are fully encompassed.

   Objects that are only partially encompassed are not selected for the move. If you miss selecting some objects, simply reselect a larger area.
   - Object-Copy or Object-Cut tools: Tap the object once.

4. Paste as needed.
   For more information refer to "Pasting" on page 65.

Pasting

To paste, you must have copied or cut objects from either Draw or other applications onto your clipboard. For more information refer to "Copying and Cutting" on page 64.

1. Display the Draw page you want to paste onto.

2. Select the Clipboard Options icon from the Drawing Toolbar.
   The Drawing Toolbar displays the clipboard options.

3. Select *Paste*.
   Draw pastes the objects from the clipboard onto your current Draw page.

4. Move the pasted objects as needed.
   For more information refer to "Moving Content" on page 63.

Working with Multiple Pages

This section explains how to work with multiple pages captured in a single TeamBoard Draw file. The information is divided into the following topics:

- Creating a New, Blank Page

- Creating a Copy of a Page
- Deleting a Page
- Navigating in the Draw Workbook

Creating a New, Blank Page

This section explains how to insert a new, blank page when working with TeamBoard Draw.

The *Insert Page* button on the TeamBoard ActionBar is a quick way to get a new, blank page to work with.

1. Select *Insert Page* on the TeamBoard ActionBar or on the ActionBar Toolbar.

   A new, blank page is inserted. All drawings on the previous page are saved.

Important After inserting a blank page in Whiteboard Mode the drawing and writing on the TeamBoard remains. The eraser is automatically selected so that you can use the Egan Cloth on the TeamBoard. Before drawing and writing on the new page you must select a pen colour.

Creating a Copy of a Page

This section explains how to duplicate an existing page using TeamBoard Draw.

TeamBoard allows you to copy the current page and create a new, identical page following it.

1. Select *Copy Page* on the TeamBoard ActionBar or on the ActionBar Toolbar.

   A new, duplicate page is inserted.

Deleting a Page

This section explains how to delete an unwanted page when using TeamBoard Draw.

Important This action cannot be undone.

1. Select a page to delete.
2. Use the Page Sorter Toolbar, or, using the keyboard, press *Delete* .

Navigating in the Draw Workbook

This section explains how to navigate between pages using TeamBoard Draw.

Select the appropriate navigation button on the TeamBoard ActionBar or the ActionBar Toolbar, to move from one page to another in a Draw workbook.

Beginning (First page)	
Back one page	
Forward one page	
End (Last page)	

Using the Page Sorter

This section explains how to use the page sorter in TeamBoard Draw. The information is divided into the following topics:

- Closing the Page Sorter

- Opening the Page Sorter
- Sorting Pages
- Viewing Pages

Closing the Page Sorter

1. To close the Page Sorter select VIEW, PAGE SORTER (so the bullet disappears).

Note If you close Page Sorter it remains closed the next time you launch Draw. If you move the Page Sorter, it remains in the last location the next time you launch Draw.

Opening the Page Sorter

1. Select VIEW, PAGE SORTER.
   The Page Sorter displays in the last location it was placed (by default, this is the right side of the current page).

Sorting Pages

This section explains how to sort the order of pages when using TeamBoard Draw.

Drag and Drop

1. To rearrange pages, drag and drop the thumbnail pages in the Page Sorter.

Buttons or Keyboard

1. Select a page to move.
2. Select the *Move Up* or *Move Down* button on the TeamBoard ActionBar or use the Page Sorter Toolbar, or, using the keyboard, press the Up Arrow or Down Arrow key.

Viewing Pages

Page Sorter

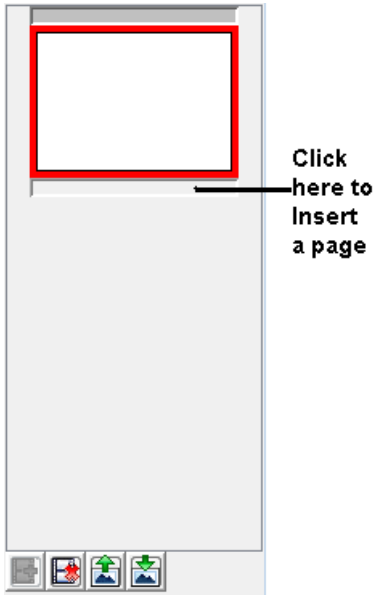
1. To view a page, select it in the Page Sorter.
   The page displays in the Draw window.

Keyboard

1. Press the Up Arrow or the Down Arrow keyboard key.
   The page displays in the Draw window.

Inserting a New Page

1. In the Page Sorter, click the gray bar located directly below the page.
   The bar turns red.



2. Click the *Insert New Page* icon.

   A new page displays in the Page Sorter.

Note Alternatively, you can select the Insert New Page icon from the ActionBar.

Using the Spotlight

The spotlight tool lets you shine a spotlight on an area of the TeamBoard to help direct your audience's attention.

1. Select the Reveal/Hide Options icon from the Drawing Toolbar.

   The Spotlight toolbar displays.

2. Select the Spotlight tool.

   The Spotlight turns on.

3. Resize the spotlight if needed by dragging the edges larger or smaller.

4. Touch the board anywhere you want the spotlight to move to or drag it.
   The spotlight moves to wherever you touch.

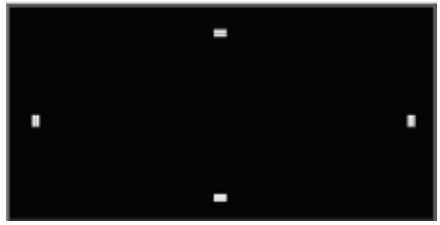
5. To exit from the spotlight, double-click anywhere.

Using Hide/Reveal

The hide/reveal tool lets you show or hide any part of the screen you want. Use it to temporarily hide an item you are not ready to show yet.

1. From the Drawing Toolbar, select the Reveal/Hide tool.

   The Hide/Reveal hides your page contents.

2. Resize the hide screen by dragging the edges.

3. Double click it to cover your entire page again.

4. To exit, de-select Reveal/Hide in the TeamBoard Draw ActionBar.

Importing Files and Scanned Images into Draw

This section explains how to import images from image files (BMP, PNG, and JPG), scanners, and cameras into the background of your TeamBoard Draw files. The information is divided into the following sections:

- Importing an Image from a Graphic File
- Importing an Image from a Scanner or Camera
- Deleting an Imported Background Image
- Importing a Movie

Importing an Image from a Graphic File

This section explains how to import an image from a graphic file into the background of Draw.

1. In Draw, display the page you want to import into.
2. Select FILE > IMPORT > FILE.
   The Open dialog box displays.
3. From the Files of type drop-down list, select the type of graphic file you want to import.
4. Browse to find the graphic file you want to import.
5. Double-click the graphic file you want to import.
   Draw imports the image into the background of your current Draw page.

Note If the Scaling feature is enabled the imported image will be resized to fill the Draw window. If you wish to maintain the image's original size then disable Scaling before or after importing the image.

Importing an Image from a Scanner or Camera

This section explains how to import an image from a scanner or camera into the background of Draw.

1. In Draw, display the page you want to import into.
2. To import from another scanner or camera, select File > Import > Canner/Camera > Select a Scanner/Camera. Select the scanner or camera you want to import from.
3. To import from the last selected scanner of camera in you Draw session, select *FILE > IMPORT > SCANNER/CAMERA > ACQUIRE.*
4. Follow the on-screen instructions to get an image from your camera or scanner.
   Draw imports the image into the background of your current Draw page.

Deleting an Imported Background Image

This section explains how to delete a background image that was imported or captured during annotating from a page when using TeamBoard Draw.

1. In Draw, display the page with the background image you want to remove.

2. Select EDIT, CLEAR BACKGROUND.
   The background Image is removed from your current Draw page.

Importing a Movie

You can import a movie into TeamBoard Draw. Once the movie is imported, you can play or pause, rewind, or fast forward the movie. You can also move the movie window around by dragging and dropping.

The standard right-click options are also available to movies in Draw.

Import a file with one of the following extensions:

- .swf
- .avi
- .mov
- .3gp
- .mpg
- .mpeg

Note You must have Adobe Flash (for .swf files) or QuickTime installed to view movies.

- Windows XP: You must reboot your computer after installing QuickTime.
- Windows Vista: You must turn off USER ACCOUNT CONTROL (UAC) and then reboot the system after installing QuickTime.

1. In Draw, display the page where you want to add a movie.

2. Select FILE > IMPORT > MOVIE.

3. Browse to the movie file and click *Open*.
   Draw imports the movie into the Draw page.

Tip You can also import a movie into ClipArt.

Using ClipArt

This section explains how to use the ClipArt gallery to import images and movies (including your own) into TeamBoard Draw.

1. In TeamBoard Draw, select the ClipArt Viewer.
   The ClipArt Gallery displays on the right.

2. Navigate through the image collections to find the graphic or movie you want.
   - Click *Add a category* > *Import* to add your own graphic or movie to the ClipArt gallery.

   If you import your own graphic or movie, you must import it into a category.
   - (Optional) Click *Add a category* to add or remove a category.

3. Once you have the graphic or movie you want in the gallery, drag and drop it into your page as many times as you need it.

4. Resize it if needed by double clicking the image and then clicking and dragging any of the image corners.

5. Use the right-click options to customize the colour and transparency.

Exporting a Page or Entire Workbook

This section explains how to create PDF, HTML and image files (JPG, BMP and PNG), from TeamBoard Draw and Annotation files. You

can create a file from your current page or export your whole workbook.

Creating a PDF or Image File from your Current Page

This section explains how to create a PDF or image file from your current page.

1. From within Draw, display the Draw page from which you want to export.
2. Select FILE > EXPORT > PAGE.
3. Draw displays the Export dialog box.
4. Browse to select the location in which to save your new file.
5. Enter the name you want to give to your new file.
6. From the Export type drop-down list, select the format you want to create.
7. Click *Save*.
   Your file is created and placed into your chosen location

Creating a PDF, HTML or Image File From Your Current Workbook

This section explains how to export your current workbook.

1. From within Draw, display the Draw workbook from which you want to export.
2. Select FILE > EXPORT > WORKBOOK.
   Draw displays the Save As dialog box.
3. Browse to select the location in which to save your document.
4. From the Save as type drop-down list, select the format you want to create.
5. Enter the name you want to give to your new document.

6. Click *Save*.
   Your files are created and placed into your chosen location.

Note When you export an entire workbook to PDF, you create a single PDF document with multiple pages. Exporting a workbook to a JPG, BMP or PNG image format results in a folder containing multiple image files—one per workbook page.

Printing Your Work

This section explains how to print a single page or all pages using TeamBoard Draw.

1. Select *Print* on the TeamBoard ActionBar or, in TeamBoard Draw, use the ActionBar Toolbar, or, using the menu, select FILE, PRINT.

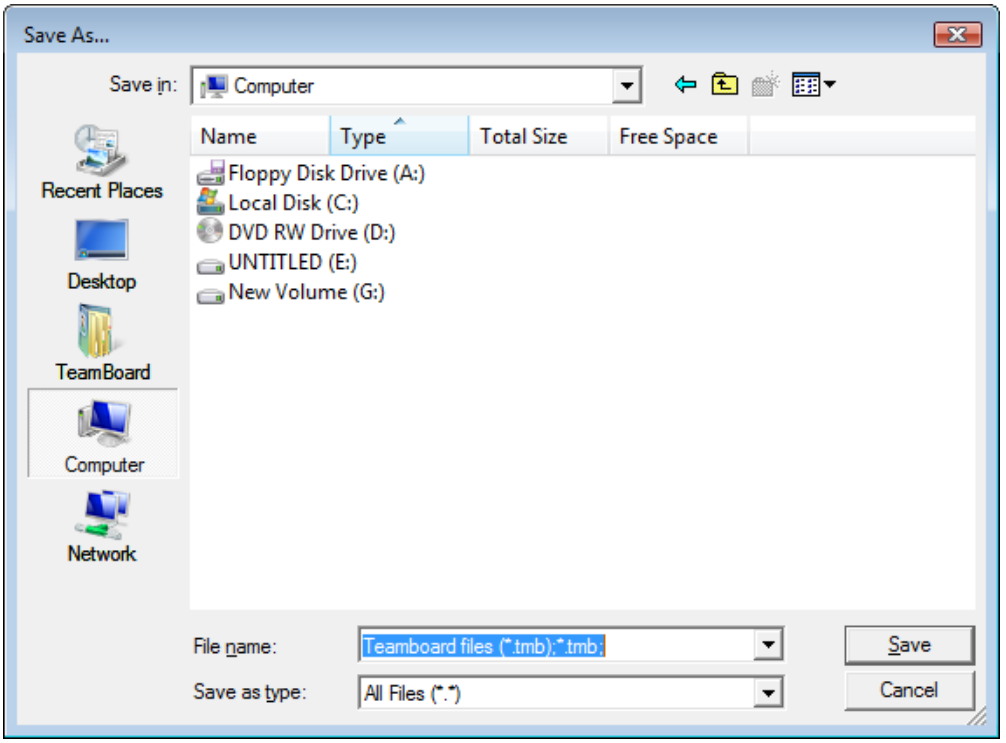
Tip There is a *Print Options* tab in the TOOLS menu. From the TOOLS menu, select OPTIONS, then the *Prints Options* tab. Three options display: Print Page Numbers, Print Page Dates and Print File Name. Print Page Numbers displays the page number in the bottom left corner of the printed page. Print Page Dates displays the print date in the bottom right corner of the printed page. Print File Name displays the name of the file in the bottom, center of the printed page. Additionally, you can select the Print Prints ALL Pages option. This prints the entire file at once when Print is selected.

Saving Your Work

This section explains how to save a workbook of pages when using TeamBoard Draw.

1. Select FILE > SAVE AS.
   The Save As dialog box displays.

2. Name the file under File name.



3. Click *Save*.

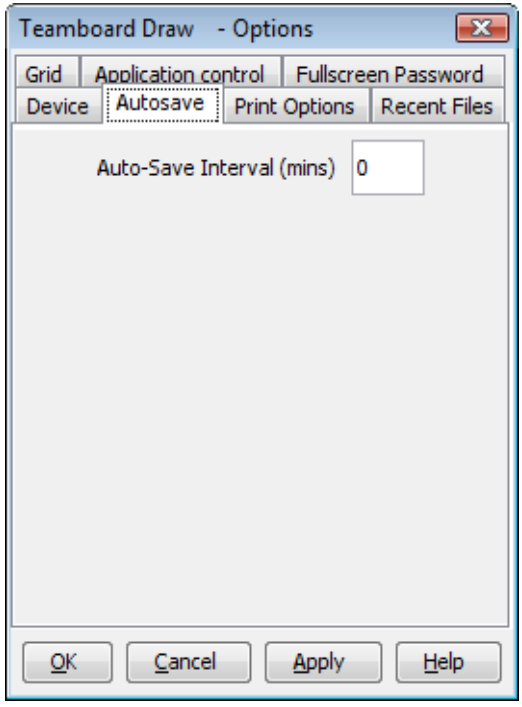
Using Auto Save

Use the Auto-Save feature to automatically save the current workbook at a specified time interval. By default, this feature is disabled. Use the following procedure to enable Auto-Save and specify the interval.

1. Select TOOL > OPTIONS.

2. Click the *Auto-Save* tab.

3. Enter the desired time interval in the Auto-Save Interval (mins) text box.



4. Click *OK* when done.

5 Using TeamBoard as a Touchscreen

This section explains how to use TeamBoard as a touchscreen, using TeamBoard's Interactive Mode. The information is divided into the following topics:

- About Using TeamBoard as a Touchscreen
- Activating the Touchscreen
- Using the ActionBar Buttons
- Entering Text and Numbers with the Virtual Keyboard
- Clicking with the Virtual Mouse

About Using TeamBoard as a Touchscreen

This section explains how to use TeamBoard as a touchscreen.

TeamBoard's large drawing surface becomes an effective touch-sensitive surface with the use of your Data Projector. Your fingertip acts as a mouse; you can touch an icon projected onto the TeamBoard and your audience instantly sees the computer react to the touch, and display the change on the TeamBoard.

Presentations with TeamBoard are highly effective. A valuable tool for instructing and presenting, use the TeamBoard ActionBar to control your slide presentations all the while maintaining the audience's focus on you and TeamBoard. TeamBoard also allows you to annotate during your presentation by drawing on top of applications and presentations projected on to the TeamBoard.

Use the Virtual Keyboard to type information into applications, without leaving the TeamBoard.

To use TeamBoard as a touchscreen, a Data Projector must be connected to the computer and aimed onto the TeamBoard. As the projected image can vary in size and location, calibration is needed to align the touchscreen.

Once Interactive Calibration has been performed, the user can touch the TeamBoard with a finger or the stylus in order to operate applications. Applications may also be annotated in Interactive Mode.

Activating the Touchscreen

This section explains how to activate TeamBoard's touchscreen.

1. If necessary, perform Interactive Calibration on your TeamBoard.
   For more information refer to "Calibrating TeamBoard" on page 15.

2. Switch into Interactive Mode.
   For more information refer to "Changing Modes" on page 22.

3. Use TeamBoard in the following ways:
   - Select options on the TeamBoard by pressing on the screen with your finger or the Stylus.
     This is similar to selecting what you see on your monitor using a mouse.
   - Press the ActionBar buttons on the TeamBoard to perform the buttons' functions.
     For more information refer to "Using the ActionBar Buttons" on page 82.
   - Enter Text and Numbers with the Virtual Keyboard.
     For more information refer to "Entering Text and Numbers with the Virtual Keyboard" on page 83.
   - Using your finger, you can click, double-click or use a secondary mouse button to click on content.
     This is similar to using a 2-button mouse. For more information refer to "Clicking with the Virtual Mouse" on page 86.
   - Using your finger, you can touch and hold your touch on the screen to right-click. For more information refer to "Clicking with the Virtual Mouse" on page 86.

Using the ActionBar Buttons

This section explains the functions of the ActionBar Buttons.

Button	Description	Applications	
		Draw	Paint
Eraser Functions			
	Small Eraser	Erase with your finger or the corner of the dry-erase brush to erase a small area.	Selects the medium erase.
	Large Eraser	Erase with the dry–erase brush to clear a larger area.	Selects a rectangle-shaped tool that whites out what you select on the TeamBoard. Drag from the top-left corner to the bottom-right corner of the area that you want to erase
Pen Functions			
	Pen Colours (6)	Selects a pen colour.	

Button	Description	Applications	
		Draw	Paint
Document Management Functions			
	Insert Page	Inserts a new, blank page.	Not available
	Copy Page	Inserts a new duplicate of the page.	
	Print Page	Prints the current page or workbook.	Prints the current page.
Navigation Functions			
	Beginning of Document	First page in the workbook.	Not available.
	Back Page	Back one page in the workbook.	
	Forward Page	Forward one page in the workbook.	
	End of Document	Last page in the workbook.	

Entering Text and Numbers with the Virtual Keyboard

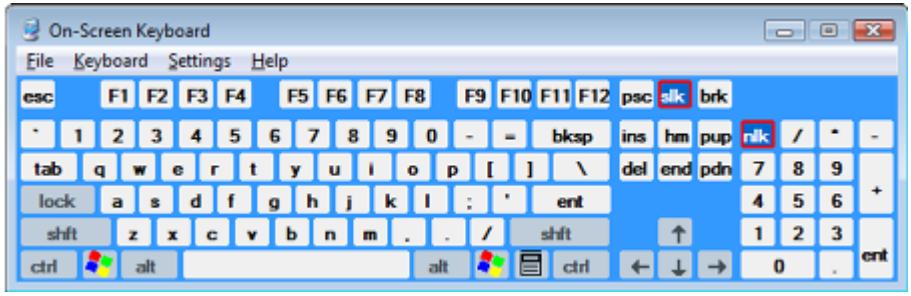
This section explains how to use the Virtual Keyboard to enter text and numbers on the TeamBoard. The information is divided into the following topics:

- About TeamBoard’s Virtual Keyboard
- Launching and Using the TeamBoard Virtual Keyboard
- Using the Caps Lock Key

- Using the Sticky Keys
- Using the Number Keypad

About TeamBoard's Virtual Keyboard

The TeamBoard software includes a program called Virtual Keyboard. You can use it at the TeamBoard to type text and numbers into your applications. For example, use it to enter text, numbers, and formulas into a spreadsheet application.



When you type using the TeamBoard Virtual Keyboard, the typing displays in the application you have currently selected.

Launching and Using the TeamBoard Virtual Keyboard

1. Double-click the *TeamBoard System Tray Icon* to display the TeamBoard Dashboard

2. Click *Virtual Keyboard* on the TeamBoard Dashboard.

Tip Alternatively, you can launch the Virtual Keyboard using the System Tray menu.

Using the Virtual Keyboard

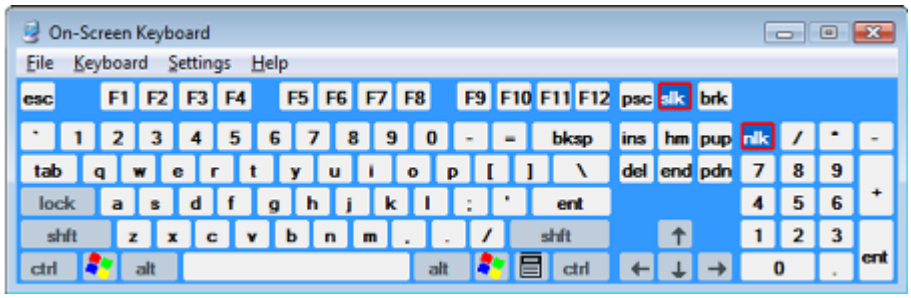
1. Switch to the application in which you want to type.

2. Select the characters you want to enter.
   What you type will instantly appear in your application.

Using the Caps Lock Key

1. Select *lock* to view the upper case and shift key characters.

   This view remains until the lock button is selected again.


On-Screen Keyboard
File Keyboard Settings Help
esc F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 psc slk brk
` 1 2 3 4 5 6 7 8 9 0 - = bksp ins hm pup nlk / * -
tab q w e r t y u i o p [ ] \ del end pdn 7 8 9 +
lock a s d f g h j k l ; ' ent 4 5 6
shft z x c v b n m , . / shft 1 2 3 ent
ctrl alt alt ctrl 0 .

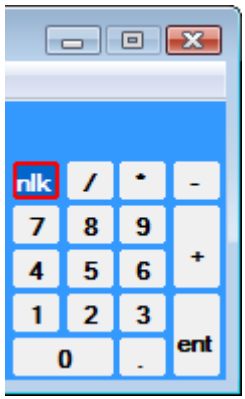
Using the Sticky Keys

A sticky key allows users to perform keyboard combinations, such as Ctrl+c, to copy. To use a sticky key, such as Ctrl, select it and release. Then select the combination key, such as c, and release. There are three sticky keys: Shift, Ctrl and Alt.

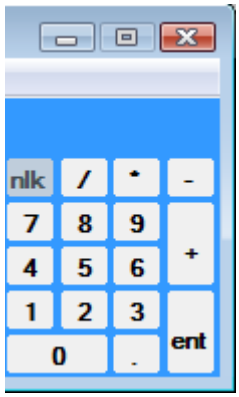
Shift key	shft
Ctrl key	ctrl
Alt key	alt

Using the Number Keypad

On the Virtual Keyboard, use the Number Keypad to enter numbers into spreadsheets and databases.



1. Select *nlk* to view and use the arrow keys on the Number Keypad.



Clicking with the Virtual Mouse

This section explains how to use the Virtual Mouse. The information is divided into the following topics:

- About Clicking with the Virtual Mouse
- Launching and Using the TeamBoard Virtual Mouse

About Clicking with the Virtual Mouse

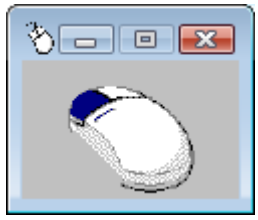
While in Interactive Mode, a tap on the TeamBoard is interpreted as a left mouse click. Holding down a finger on the TeamBoard is interpreted as a right click.

The TeamBoard Virtual Mouse can be used to change a tap on the TeamBoard to be interpreted as a right mouse click instead.

Launching and Using the TeamBoard Virtual Mouse

1. Single-click the *TeamBoard System Tray Icon* to display the TeamBoard settings

2. Select *Virtual Mouse*.
   The Virtual Mouse displays.



Tip Alternatively, you can launch the Virtual Mouse using the System Tray menu.

Using the Virtual Mouse

1. Tap anywhere on the Virtual Mouse to enable the right mouse button.
   Tapping the Virtual Mouse will only change the very next tap to act as a right click.
   Enable a right click faster by holding your finger down on the TeamBoard.

2. Click the *Close* button when done.

6 Using TeamBoard To Annotate

This section explains how to use TeamBoard to Annotate on screen. The information is divided into the following topics:

- About Annotate
- Launching Annotate
- Using Annotate
- Using TeamBoard Draw with Annotate
- Using AutoLaunch with Annotate

About Annotate

This section explains the purpose of Annotate.

Annotate is designed to be used in Interactive Mode. It gives users the ability to “mark up” applications and presentations projected on to the TeamBoard. For example, you can draw a circle around an important point or underline items.

When you use Annotate, all of the drawing, writing and editing features of Draw are available to you. Furthermore, once your Annotate file is brought into Draw, the saving and importing features are also available.

Some applications, such as Microsoft Paint, already have drawing tools available. For those that don’t, launch Annotate and, using your finger or the stylus, begin drawing on top of a snapshot of your screen.

Tip If there are no pre-configured applications open, such as Paint, take advantage of AutoLaunch. For more information refer to “Using AutoLaunch with Annotate” on page 92.

If there are preconfigured applications open (Paint or Excel), follow the steps below to launch Annotate. If you do not have these

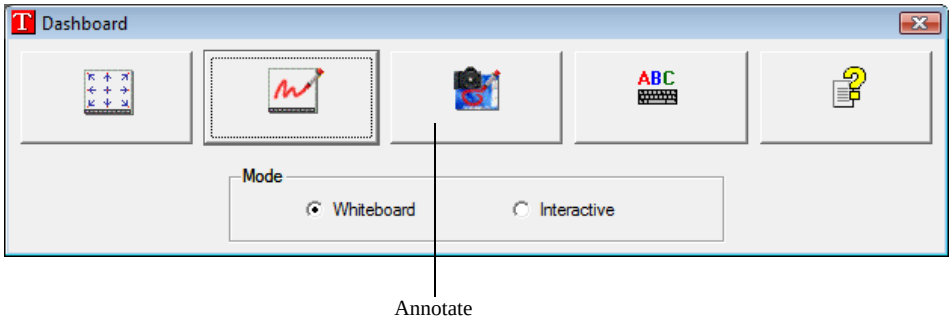
applications running, follow the steps for AutoLaunch and Annotate in the next section.

Launching Annotate

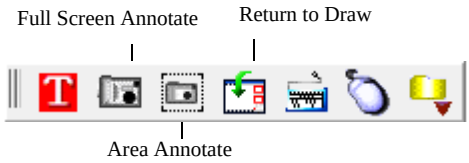
This section explains how to launch Annotate.

1. Double-click the *TeamBoard System Tray Icon*.

The TeamBoard Dashboard displays.



2. Click *Annotate* on the TeamBoard Dashboard.
The AccessBar displays.



Tip Alternatively, you can launch Annotate from the System Tray menu.

Using Annotate

This section explains how to use Annotate.

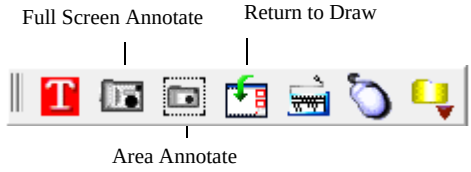
Capturing Screens for Use with Annotate

This section explains how to capture screens for annotating.

1. Launch Annotate.

2. Display the screen you want to annotate.
   Work with your computer and any applications as required until you are ready to capture the screen image for use with Annotate.

3. Select the *Full Screen Annotate* button on the AccessBar.
   Alternatively, you can select the Area Annotate button to create a range that is captured for use with Annotate.



   Wait a moment as an image of your screen is captured into Draw. Once in Annotate, the Drawing Toolbar displays.

4. Using your finger or the TeamBoard stylus, begin marking up your snapshot on the TeamBoard.
   All of the drawing and editing features of Draw are available on the floating Drawing Toolbar.

5. When finished annotating, select the *Return to Desktop* button on the Drawing Toolbar.

   Annotations are saved in TeamBoard Draw and you are returned to the application that was active when the annotation began.

6. Repeat step 2 to step 5 to continue to annotate.

7. When you are finished with Annotate, select the *Return to Draw* button on the Drawing Toolbar.

This allows you to use TeamBoard Draw to save, print or otherwise work with annotated content. For more information refer to “Using TeamBoard Draw with Annotate” on page 92.

Using TeamBoard Draw with Annotate

This section explains how to use TeamBoard Draw with Annotate. The information in this section is divided into the following topics:

- Working with Draw
- Returning to Annotate

Working with Draw

Once in Draw, you can use all the features of TeamBoard Draw with your annotations. This means you can save, print, and email your annotations or otherwise manipulate them. For more information refer to “Using TeamBoard as an Electronic Whiteboard” on page 44.

Returning to Annotate

Once you are finished reviewing the captured annotations, you can reactivate annotation.

- To reactivate Annotate, select *Annotate* on the Standard Toolbar.

Using AutoLaunch with Annotate

This section explains how to use AutoLaunch to launch Annotate.

If there are no pre-configured applications running (Paint, Excel), the easiest way to launch Annotate is to just press a pen colour button on the ActionBar. Annotate is AutoLaunched and the image of your screen is captured.

Note Annotate is only used when TeamBoard is in Interactive mode. For more information refer to “Changing Modes” on page 22.

1. Display the screen you want to annotate.
   Work with your computer and any applications as required until you are ready to capture the screen image for use with Annotate.

2. Press an ActionBar colour button.
   Wait a moment while Annotate is AutoLaunched.

3. Using your finger or the TeamBoard stylus, begin marking up your snapshot on the TeamBoard.

4. When finished annotating, select the *Insert page* button on the TeamBoard ActionBar.

   This captures the annotations to a page in TeamBoard Draw. You are returned to the application that was active when the annotation began.

5. Repeat steps 1 to 4 to continue to annotate.

7 Presenting PowerPoint Slide Shows with TeamBoard

This section explains how to present PowerPoint slide shows with TeamBoard.

This section contains the following information:

- Using PowerPoint with TeamBoard
- PowerPoint with TeamBoard Draw
- Build Effects and Transitions
- Using Package for CD in PowerPoint

Using PowerPoint with TeamBoard

This section explains how to use PowerPoint with TeamBoard.

Note The functionality that TeamBoard enables with PowerPoint makes it an ideal tool for meetings, conferences, group discussions, planning sessions and more. The TeamBoard is a single solution to multiple user events and allows simple integration with a host of software tools.

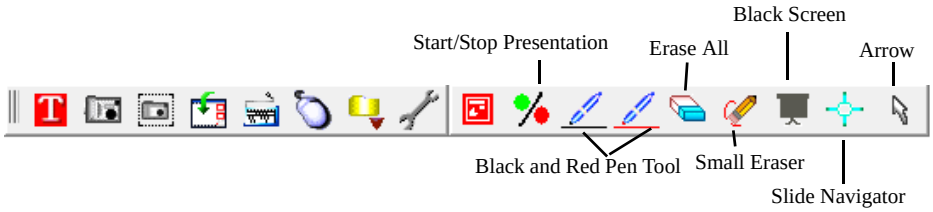
Launch PowerPoint from TeamBoard Draw

The TeamBoard ActionBar is programmed with macros that are preconfigured to work with the PowerPoint Slide Show view.

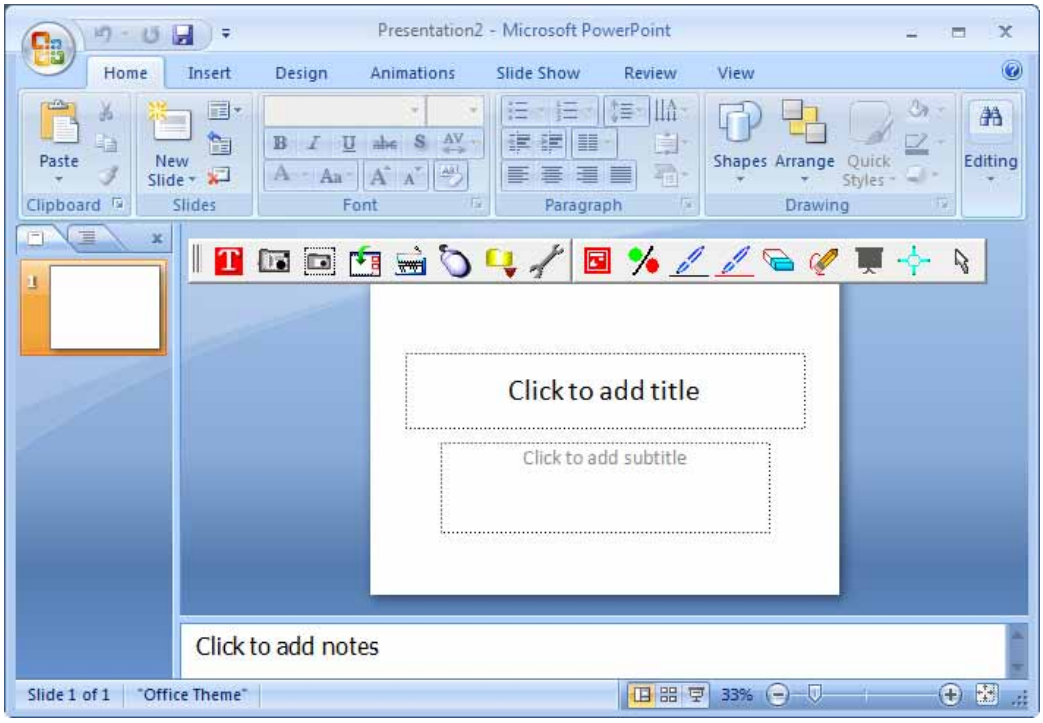
1. From TeamBoard Draw, minimize the window.
   The AccessBar displays.

2. From the applications list, select the PowerPoint version you want to launch.

The AccessBar extends to provide additional functionality specific to PowerPoint.



3. Work in PowerPoint as required.



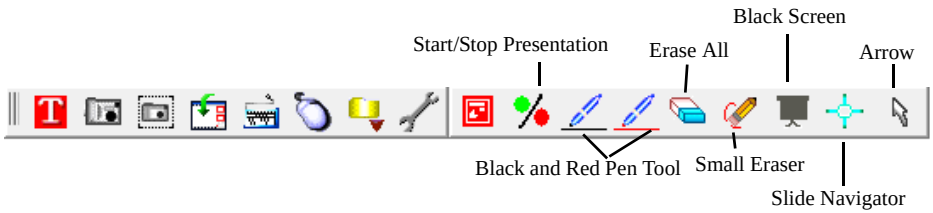
4. Once a PowerPoint slide show is running, use the AccessBar to do the following:

   - Use *Start/Stop Presentation* to launch or stop the slide show.
   - Use the *Pen Colour* buttons to highlight and draw on slides in various colours. When a pen colour is selected the PowerPoint drawing tools are activated and allow you to draw on the slide.
   - Use the *Eraser* to erase all content on the slide.
   - Use the *Small Eraser* to erase selective items.
   - Use the *Black Screen* to black-out the screen. When the screen is blank, you can use the AccessBar buttons to select pen colours for drawing and writing on the black-out. Press

the *Black Screen* button a second time to return to the slide-show.

The Black Screen feature allows you to black out the screen during a presentation so that you can stand in front of the projector without having the light in your eyes.

- Use the *Slide Navigator* to go back wards and forwards through the slides.
- Use the *Arrow* to display a pointer.



5. Tap on the TeamBoard to navigate forward.

Note If you want to save your drawings, use the TeamBoard Annotation application. Manually launch Annotation and then work with your slides. For more information refer to “Using Annotate” on page 91.

PowerPoint with TeamBoard Draw

You can use the annotation feature to capture selected objects or the full screen during a PowerPoint presentation.

1. Launch Annotation from the system tray icon.

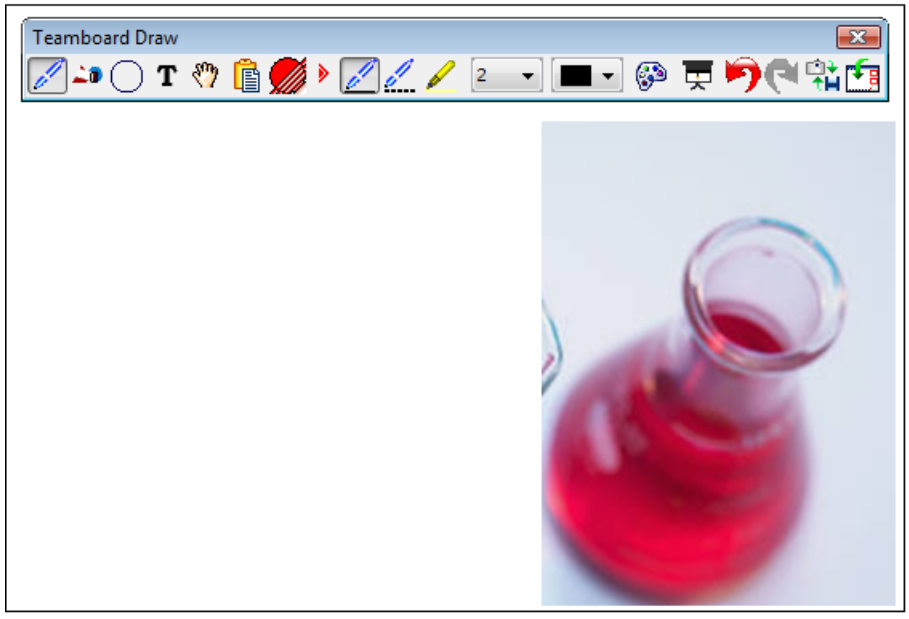
2. Launch PowerPoint from the AccessBar.

3. When you want to start annotating the PowerPoint presentation, select one of the two capture options.

Captures the whole screen.

Captures what you select with your mouse or by dragging your finger.

The screen or object displays with the Drawing Toolbar.



4. Annotate the screen or object using the tools on the Drawing Toolbar.

5. To return to Draw, click *Return to Draw.*
To return to your PowerPoint presentation, click *Return to Desktop.*
If you selected Return to Draw, the annotated screen displays in TeamBoard Draw.
If you selected Return to Desktop, your PowerPoint presentation continues.

6. (Optional) Save your annotations.

Build Effects and Transitions

PowerPoint allows “build effects” and “transitions” between slides. Build effects add special effects to the display of content in a slide. This may include, for example, bulleted lists flying in from the right, or text changing from one colour to another as new topics appear and so on. Transitions allow you to add effects between slides. This may include, for example, effects such as shutters between slides or slides being replaced by dissolving and so on. The TeamBoard is the ideal tool to take advantage of these effects for presentations in which the focus is on the materials and the presenter.

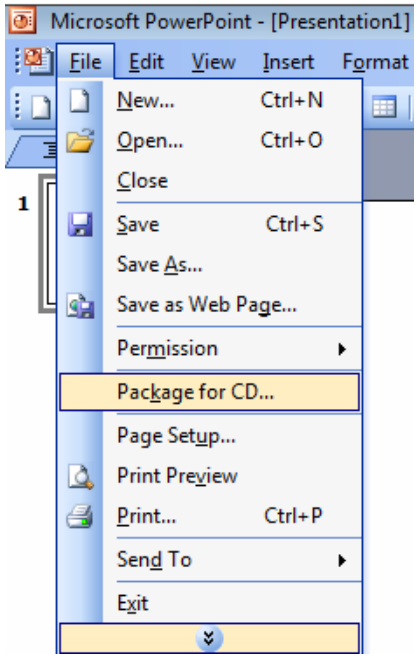
Using Package for CD in PowerPoint

The Package for CD feature of PowerPoint allows you to run a slide show on other computers. The Package for CD Wizard packs all files and fonts used in a presentation into one file. When you intend to run your show on a computer that doesn't have Microsoft PowerPoint installed, you should include the PowerPoint Viewer. You can include linked files as part of your package, and if you use TrueType fonts, you can include them as well. If you make changes to your presentation after you use the Package for CD Wizard, just run the wizard again to update the package.

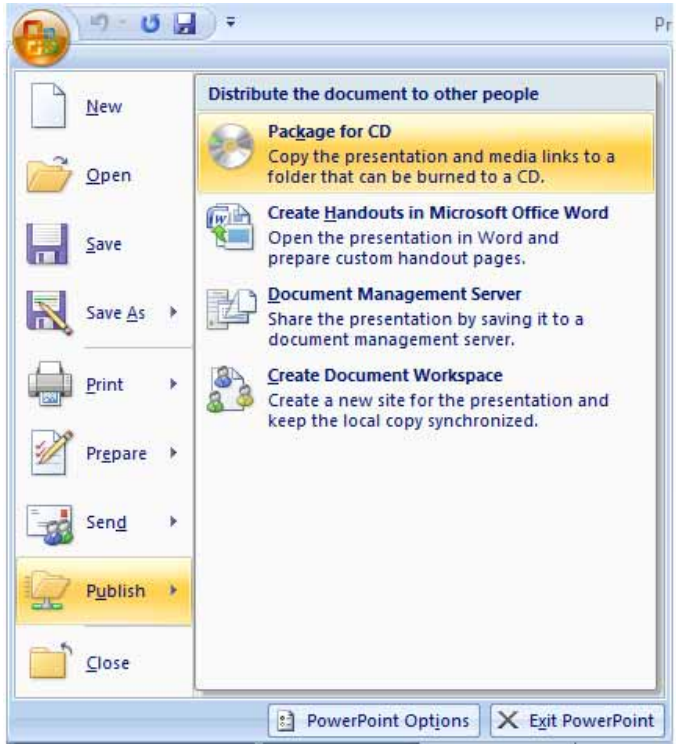
After you pack the presentation, you can unpack the presentation to run it on other computers.

1. To launch the Package for CD Wizard select FILE > PACKAGE FOR CD.
   If the Package for CD option is not available, select FILE and wait three or four seconds for the full menu to appear.

Alternatively, click the chevrons at the bottom of the menu to expand the full menu.
Microsoft PowerPoint 2003:



Microsoft PowerPoint 2007:


New
Open
Save
Save As
Print
Prepare
Send
Publish
Close
Distribute the document to other people
Package for CD
Copy the presentation and media links to a folder that can be burned to a CD.
Create Handouts in Microsoft Office Word
Open the presentation in Word and prepare custom handout pages.
Document Management Server
Share the presentation by saving it to a document management server.
Create Document Workspace
Create a new site for the presentation and keep the local copy synchronized.
PowerPoint Options
Exit PowerPoint

2. Follow the steps of the wizard to create the show.

Note This format is ideal if a show is not to be altered by the presenter. However, the slide show may still be annotated or drawn on.

8 Adding a New Application to TeamBoard

This section explains how to add a new application to TeamBoard. It also explains how to add and modify macros for that application.

This section contains the following information:

- Adding a New Application
- Macros
- Adding and Editing Macros

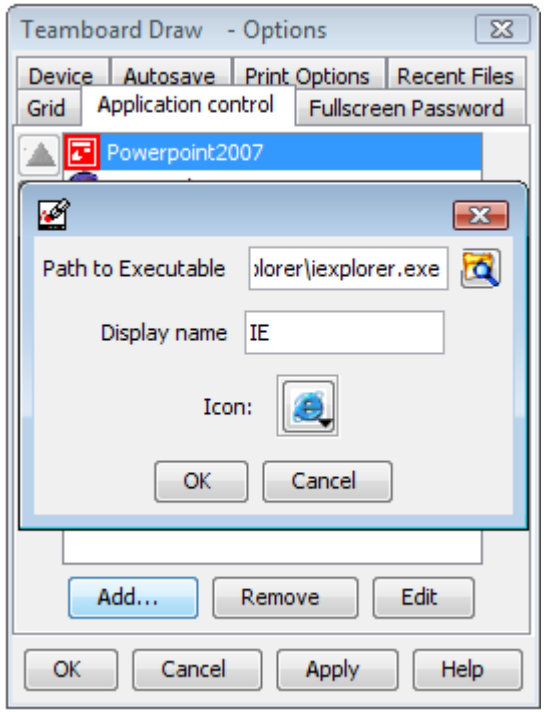
Adding a New Application

By default, two versions of Microsoft PowerPoint and Easiteach are linked to TeamBoard. You can add any software that you have access to.

1. From TeamBoard Draw, select TOOLS > OPTIONS.
   The Options settings display.

2. Select *Application Control*.

3. Select *Add*.



4. Fill in the application details.
   - File path: Browse to the .exe file for the application you want to add.
   - Display name: Type a display name to identify the application in the TeamBoard list.
   - Icon: Click the icon and select an icon from the options displayed.

5. Click *OK*.
   Your new application is added to the list.

Macros

Once you are running another application on TeamBoard, you can simplify your controls greatly by adding macros to TeamBoard. The

macro is displayed as an icon that you can tap or click instead of using the application's keyboard shortcuts.

For example, in Microsoft Word, CTRL + P prints the document. You can create an icon to tap that does the same thing.

Adding and Editing Macros

.For any software that is connected to TeamBoard, you can add macros that work with the application's keyboard shortcuts, which can make working with that application faster.

The new icons for the macros are displayed in the minimize toolbar; refer to "Minimize Toolbar" on page 40 for more information.

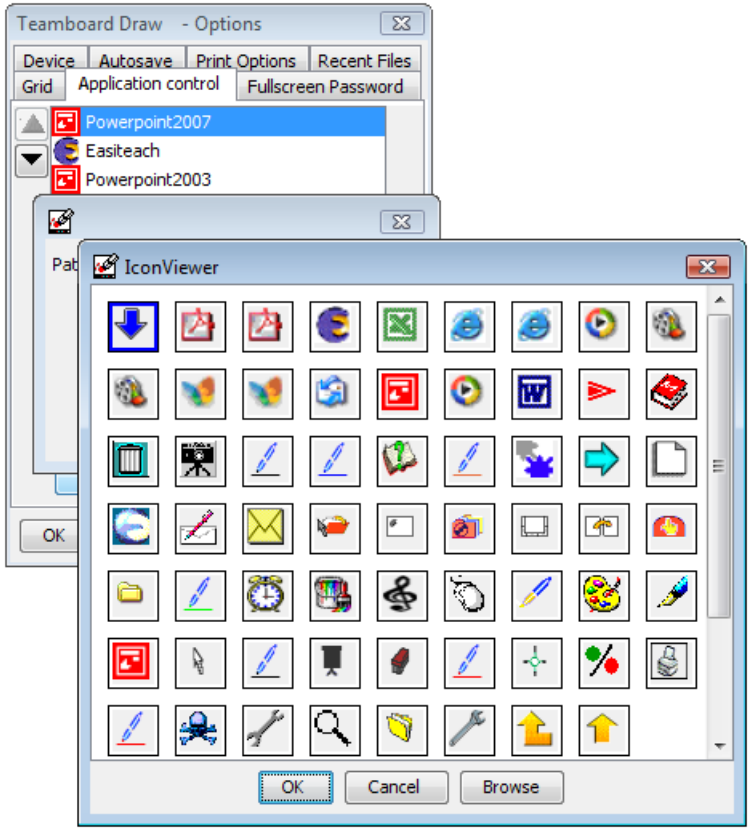
1. From TeamBoard Draw, select TOOLS > OPTIONS.
   The Options settings display.

2. Select *Application Control*.

3. Select the application you want to add, modify, or delete macros for.

4. Click *Edit*.

5. Click the icon symbol to display the Icon Viewer and then double click or browse to the icon you want to use for your macro.



6. Specify the actions the macro stands for.
For example, CTRL + A selects all text in Microsoft Word. See your application's documentation for a list of their keyboard shortcuts.
Click the mouse button to add a right mouse click to the macro instructions.

7. Click *Add* to add a new macro or *Replace* to replace an existing macro with the new one.

9 Glossary

ActionBar The ActionBar is a series of buttons that appear along the bottom of the TeamBoard. Press a button to invoke the related action. There is a toolbar in TeamBoard Draw that is similar to the TeamBoard ActionBar.

Annotation Annotation is used to write and draw on top of snap shots of the screen projected in Interactive Mode.

ANSI Lumens ANSI Lumens is a measure of the brightness of a Data Projector.

Application Sharing Application Sharing involves running an application on a local system and allowing remote users to see and control the application. Any application that can be executed can be shared.

AutoLaunch AutoLaunch is used to launch Annotation by pressing a pen colour button on the ActionBar.

AutoSave AutoSave is an automatic back up of a TeamBoard Draw file. The file name is a date and time stamp.

Bitmap Bitmap is a common graphic file format (bmp).

COM port See Serial port.

Conferencing See Data conferencing.

Controller The Controller is the TeamBoard hardware that converts a touch on the TeamBoard to an (X,Y) coordinate on the computer screen. H-series is the current controller. A-series and F-series are older controllers.

Cut, Copy and Paste options The Cut, Copy and Paste options can be selected from the Drawing Toolbar. Use the Cut options to remove Draw objects from their current positions and place them onto the clipboard, so that they can be pasted to another Draw page or software application. Use the Copy options to do the same, while leaving the original objects in their current positions.

Dashboard The Dashboard is the command center that is used to quickly access TeamBoard features and applications.

Draw Draw is a whiteboard application used to capture notes and drawings made on the TeamBoard.

Drawing Toolbar The Drawing Toolbar is a series of buttons that appear at the top of the TeamBoard Draw window. Using a stylus or your finger, select a button to invoke the related action.

Full Screen View Full Screen View allows you to view the work area in Interactive Mode as a full screen page when using TeamBoard Draw.

Interactive Mode The Interactive Mode allows you to use the TeamBoard, in conjunction with a projector, as an interactive touchscreen. Use your finger or a stylus to work with the applications projected on to the TeamBoard.

jpeg Jpeg is a common graphic file format.

Keystoning Keystoning occurs when your projected image displays skewed or is not rectangular.

LAN LAN (Local Area Network) is any physical computer network that operates at high speed (10 Mbps or more) over short distances, usually within the same building or same floor of a building. A LAN connected to another remote LAN is part of a wide area network (WAN).

Macro A macro is an automated procedure that contains all the keyboard and mouse actions required to perform a specific event. Create macros using easily using TeamBoard Draw; refer to “Adding and Editing Macros” on page 107 for more information.

MHz MHz is the clock speed of the computer.

Microsoft Paint Microsoft Paint is an application for drawing.

Microsoft PowerPoint Microsoft PowerPoint is a software application for presentations. TeamBoard has a default, pre-configured macro for use with this application.

Move Option Each pen line, shape and text line created in Draw is a moveable object. You can move multi-objects or single objects by selecting the move options on the Drawing Toolbar.

Page Sorter The Page Sorter is used to sort the order of multiple pages captured in a single TeamBoard Draw file.

png Png is a graphic file format.

RAM RAM (Random Access Memory) allows your computer stores information in its RAM temporarily.

Resolution (screen) Resolution (screen) is the size of the display of information on your computer screen, which is measured in pixels. 800 x 600 pixels (SVGA) or 1024 x 768 pixels (XGA) are the most common desktop resolutions. As the resolution gets higher, the image becomes sharper.

SVGA SVGA is a display resolution of 800 x 600 pixels.

Serial Adapter The TeamBoard Serial Adapter is the device that connects the TeamBoard to the computer through the Serial port.

Serial port A Serial port is a connection on the computer for devices such as a modem or a TeamBoard.

Serial TeamBoard A Serial TeamBoard connects to your computer using your computer's Serial port and a Serial Adapter.

Stylus Stylus is a drawing device for electronic applications. The TeamBoard Stylus is a plastic, teflon-coated tipped marker that can be used to touch or draw on the TeamBoard in Interactive Mode.

System Tray Icon The TeamBoard System Tray Icon resides in the system tray next to the clock on the taskbar. Use it to quickly access the TeamBoard Dashboard and other commonly used features.

tmb Tmb is the TeamBoard Draw file extension indicating a TeamBoard Draw file.

Touchscreen An interactive surface that allows actions on a physical surface, such as the TeamBoard, to be translated to a format recognized by a computer.

URL A URL (Uniform Resource Locator) is the standard way to give the address of any resource on the Internet. For example:
http://www.teamboard.com
telnet://well.sf.ca.us
news:news.newusers.questions
The most common way to use a URL is to type it into the address bar of a browser program, such as Microsoft Internet Explorer.

USB USB (Universal Serial Bus) is an external peripheral interface standard for communication, through a cable, between a computer and external peripherals such as the TeamBoard. It is intended to replace existing serial ports and parallel ports.

USB Cable A USB (Universal Serial Bus) Cable can be used to connect a USB TeamBoard to your computer's USB port, allowing them to communicate with each other.

USB TeamBoard A USB (Universal Serial Bus) TeamBoard connects to your computer using your computer's USB port and a USB Cable.

VGA VGA is a display resolution of 640 x 480 pixels.

Virtual Keyboard The Virtual Keyboard is an application that emulates a standard keyboard for use in Interactive Mode. Use it to type text and numbers into applications projected on to TeamBoard.

Virtual Mouse The Virtual Mouse is used to change a tap on the TeamBoard to a right mouse click in Interactive Mode.

Whiteboard Mode Whiteboard Mode allows you to draw on the TeamBoard with a dry-erase marker, and have your notes and drawings captured to your computer.

XGA XGA is a display resolution of 1024 x 768 pixels.

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